



**Headquarters  
United States  
European Command**



# **Combined Education and Training Guide 2006-2007**

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\*\*\*\* **HELP** \*\*\*\*  
**EMERGENCY CHECKLIST FOR NEW PEOPLE**

**1. WHOM DO I CONTACT FOR HELP?**

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**2. WHAT ARE MY RESOURCES?**

*Training Management System (TMS).* **The automation software you absolutely need to manage your SA training program.** TMS produces the Standardized Training Listing (STL); a printout of all requested country training. It is updated daily (Air Force updates weekly). If you don't have a current one - call us; we'll get it to you!

*Reference Publications.* **See Chapter 2.** If you don't have all of yours - call us - we'll get you what you're missing.

*Congressional Budget Justification for Foreign Operations for Fiscal Year 2006 (CBJ).* This annual document is the State Department justification for international assistance program funding. If you can't find yours - call us - we'll get you the part for your host country. It's also on-line: <http://www.state.gov/m/rm/rls/cbj/2006/>

*Your "Combined Education & Training Program Plan."* This is the plan your predecessor prepared for the IMET, FMS, or CTFP training program that you will implement in FY06. If you can't find yours call us and we'll send it to you. See Chapters 5 and 6.

**3. DO I HAVE TO DO SOMETHING NOW?**

- ☐ Check your STL. Is there a class that starts in the next 30 days? If yes, then you've got a lot to do. You must:
- ☐ Get country to give you a student for training.
- ☐ Give the student an English language-screening (ECL) test.
- ☐ Ensure the necessary security (vetting), political and medical screening (**See Chapter 3**) is accomplished.
- ☐ Get funding approval from the proper U.S. Military Department (MILDEP).
- ☐ Get the student an A-2 visa (see your consular officer).
- ☐ Get the student's airline reservations and plane ticket.
- ☐ Tell the school when the student will be arriving.
- ☐ There's more. See chapter 3 for program guidance and "Student Processing Checklist" examples.

Are any reports due? See Chapter 1, page 1-4; "Major Events for FY2006/07".

Are there any conferences or schooling you should attend? See Chapter 6. If you're not sure - call us.

**4. OTHER THINGS TO DO WHEN YOU CATCH YOUR BREATH**

Is there an English language plan? Who is the English Language Test Control Officer (TCO)? Do you have any English Language Testing Materials that need to be replaced? **See Chapter 4.**

Get an appointment with host country officials to discuss the SA training program for the coming fiscal year and to start planning for the next year.

Determine status of funding for this year's program. You may not have any funding!

Call HQ USEUCOM and we'll give you a hand.

**CHAPTER ONE**  
**COMBINED EDUCATION & TRAINING**  
**POINTS OF CONTACT AND CALENDAR**

**POINTS OF CONTACT**

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**MAJOR EVENTS FOR FY2006/07**

**FY06 starts – 1 October 2005**

FY06 will probably start the fiscal year (FY) without a Foreign Affairs budget authorization or appropriation and we will operate under a Continuing Resolution (CR or CRA) for the first few months of the FY. We don't know when State Department will announce individual country program levels, but experience indicates it could be as late as February 2006. Assuming this is the case you will need to monitor your IMET program funding and course scheduling.

**Congressional Report on International Military Training (CRMIT) – 1 Oct 2005 ~ 31 Jan 2006**

The CRMIT is a Congressionally mandated requirement for the Department of State (DoS) and Department of Defense (DoD) to submit an annual report on all U.S. military training provided to international personnel whether funded by DoS or DoD. The report requires such data as U.S. policy objectives for providing the training, benefits to U.S. forces from conducting the training, units of international personnel receiving the training, number of international personnel involved in receiving training by mobile training teams or mobile education teams, and more. The report covers a two-year period. The report due in fall 2005 will be for FY05 and FY06

**Coordinate FY06 training & plan the FY07 program – 1 October 2005 ~ 1 April 2006**

SAOs (you) should be coordinating FY06 training requirements with host country officials to ensure they are planning to use scheduled training and will have qualified students. Start planning your FY07 requirements with the host country and U.S. MILDEPs now. They will integrate international training requirements into overall MILDEP planning. This is a continuing process that culminates with the submission of the “**Combined Education & Training Program Plan**” and the USEUCOM Training Program Management Review (TPMR) in Apr 2006

**Training Management Seminar – 5 ~ 9 December 2005**

HQ USEUCOM conducts its annual "Training Management Seminar". If you're new to international education and training, and this job, then you should attend. See Chapter 6 for more information.

**State Department announces FY06 IMET funding levels – February 2006**

This is probably when SECSTATE will announce individual country FY06 IMET program funding levels. This should happen earlier in the fiscal year but it usually happens about this time.

**Congressional Budget Justification (CBJ) – March 2006**

The CBJ is the State Department Foreign Affairs budget request. The FY07 CBJ should be submitted to Congress about this time each year. IMET and FMF budget request levels shown in the CBJ are based upon, inter alia, country team FY07 "Mission Performance Plan (MPP)" submissions of February ~ March 2005. The MPP and your EUCOM Country Campaign Plan should be the foundation of your FY07 IMET program and the FY07 "Combined Education & Training Program Plan" that will be due in March 2006.

**HQ USEUCOM Theater Security Cooperation (TSC) Workshop – 16 ~ 21 October 05**

HQ USEUCOM conducted its primary Theater Security Cooperation (TSC) planning conference. This conference focused on coordinating all Security Cooperation (SC) programs for the two major geographic regions of EUCOM and developing both regional and country specific SC campaign plans for these countries and regions. The TSC workshop concept is an outgrowth of the old Regional Working Group (RWG) and Security Assistance conference.

**"Combined Education & Training Program Plan" – 24 March 2006**

"Combined Education & Training Program Plans" are due. The MPP submitted in May 2005, and HQ USEUCOM Country & Regional Campaign plans developed in Oct 2005 should form the basis for your "Combined Education & Training Program Plan" (CETPP). All SAOs submit their "CETPP" via the SAN (SAO) web annually prior to the TPMR. See Chapter 3, 6 and 7 for guidance on completing the "CETPP"

**Cutoff for FY06 program updates – 24 March 2006 (approximately 30 days prior to the TPMR)**

The last date MILDEPs (SATFA, NETSAFA, Coast Guard, USMC and AFSAT) will officially accept changes to FY06 and FY07 SA training programs prior to the TPMR. They need time to get the programs "cleaned up" and to prepare for the HQ USEUCOM Training Program Management Review (TPMR) in Apr 2006.

**Training Program Management Review (TPMR) – 23 ~ 28 Apr 2006**

HQ USEUCOM conducts annual TPMR at the Eibsee hotel, Grainau, Germany. This is an opportunity for SAOs to review FY06/07/08 Combined Education & training programs with other players in the training community. SAOs identify potential requirements for additional FY06 IMET end-of-year funding. See Chapter 6.

**FY08 Mission Performance Plan (MPP) – May 2006**

Based upon requirements for the FY06 MPP process we're assuming that FY08 MPPs will be due sometime in May 06. State Department has not yet established its FY08 MPP timeline. Ensure you coordinate your Security Assistance and Counterterrorism Fellowship Program (CTFP) requirements with the appropriate person(s) in the embassy responsible for preparing the country team's performance plan.

**Senior Service School nominations – June 2006**

HQ USEUCOM submits prioritized list of countries to Joint Staff and MILDEPs for consideration for invitations to Senior Service Schools (SSS). HQ USEUCOM nominations are based upon SAO input in their "Combined Education & Training Plan". Actual invitations to these high priority schools are normally issued in November ~ December. See Chapters 5, 6, and 7 for additional information.

**IMET End of Year funding review – June 2006**

Combatant Commands (COCOMs) submit their "End-of-Year Review" prioritized list of countries that need additional IMET funds to DSCA. COCOMs also notify DSCA of countries that will not use all IMET funds. DSCA will host a meeting the first week of August 2006 with all the military services to determine actual training that can be supported with end-of-year funds. Their recommendation will be coordinated with the State Department during the middle of August. The State Department will seek Congressional approval for funds reallocation in late

August ~ early September 2006. SECSTATE will announce revised country IMET allocations mid September 2006.

**IMET Program close out – 1 August 2006**

FY06 IMET program closes out for new program additions. SAOs may no longer submit new training requirements for FY06 IMET programs. DSCA will host a meeting to finalize FY06 IMET funds redistribution.

**Revised funding levels approved & announced – 16 September 2006**

SECSTATE announces results of "End-of-Year Review. SAOs adjust IMET programs based upon new funding levels.

**FY06 ends and FY07 starts – 30 September & 1 October 2006**

The process repeats itself.

## CHAPTER TWO

### THE COMBINED EDUCATION & TRAINING OFFICE

#### AUTOMATION TOOLS

There are four Web Sites and one “Stand Alone” SA computer program you need to know about. They are:

1. **The Security Assistance Network (SAN or SAN Web)** This is a communications gateway that ties existing financial management and training systems into one cohesive package. In addition, SAN users can also be provided an E-mail system that can also be used from remote TDY locations. Either of the following URL addresses may be used for the SAN: *SEE PAGE 2-2 FOR MORE INFORMATION*

<https://san.osd.mil/san/login>      <https://www.idss.ida.org/san/login>

2. **The International Training Management** web site. This site provides access to Security Assistance documents, publications, training exercises, on-line user guides, and other web sites that provide information important to the SA training manager. This is an open site (there are no .mil restrictions). It is located here: *SEE PAGE 2-6 FOR MORE INFORMATION*

<http://www.disam.dsca.mil/itm/>

3. **Headquarters, U.S. European Command** unclassified web site. It is probably a good idea for you to visit this site periodically; especially for members of EUCOM ODCs. This is an open site (there are no .mil restrictions) and it has a wealth of information pertaining to the command. We will not provide any additional information on this site in this publication. This is the URL for the HQ USEUCOM home page:

<http://www.eucom.mil>

4. **The Training Management System (TMS)**. TMS is a stand-alone MS Access program, developed expressly for use by the SAO training manager; it does not need the SAN in order to operate except to download the STL and MASL data. TMS lets you create numerous Standardized Training Listing (STL) reports, view and search the MASL, obtain Course Descriptions and detailed Location information, and create Invitational Travel Orders unique to each of your IMS traveling to the U.S. for their training. The most current version is **TMS 6.003**. An on-line user guide is available at: *SEE PAGE 2-8 FOR MORE INFORMATION*

<http://www.disam.dsca.mil/itm/Automation/TMS/Guide/00-Contents.htm>

5. **The SAN SAO Training Web**. Also on the SAN is the SAO Training Web which must be used today to submit the annual Combined Education and Training Program Plan (CETPP) and the Counterterrorism Fellowship Program (CTFP) Student Nomination form. An on-line user guide is available at: *SEE PAGE 2-12 FOR MORE INFORMATION*

<http://www.disam.dsca.mil/itm/Automation/SAOWeb/Guide/00-Contents.htm>

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## The Security Assistance Network (SAN)

Once you've logged on to the SAN you'll need to know which screens and features are important to you as a training program manager. We'll show you a few **key** screens from the SAN on the next few pages that you should refer to regularly. Explore the rest. There is a lot of useful information available to you through the SAN.

1. The first screen is the **SAN WEB** main menu:

**SAN WEB**

- [TRAINING](#)
- [BUDGET](#)
- [Security Cooperation Information Portal\(SCIP\)](#)
- [DSAMS](#)
- [USER INFORMATION](#)
- [DSCA SAO ROSTER WW](#)
- [TDYMail](#)
- [LOGOFF](#)

- [BULLETIN BOARDS](#)
- [LIBRARIES](#)
- [SAMM SEARCH](#)
- [FORCE PROTECTION](#)
- [REQUEST A PROXY PASSWORD](#)
- [REQUEST NEW SAN USER](#)
- [REQUEST NEW I-SAN USER](#)
- [SCIP User Access Forms](#)

### We'll look at these SAN features:

- ◆ Bulletin Boards
- ◆ Libraries
- ◆ Main Training Menu

2. **Bulletin Boards.** This is the **Main Bulletin Board** Screen:

**Main Bulletin Boards: 10/14/2005 13:44:51 SAN Time**

- [SAN](#)
- [DSCA](#)
- [Training](#)
- [Budget](#)
- [Unified Commands](#)
- [DSAMS](#)
- [FMS](#)
- [Search all Bulletin Boards](#)
- [Display all Items that you own in any Bulletin Board](#)

You should check the "Unified Commands" portion of this screen periodically. This will give you the "EUCOM Bulletin Board" which looks like the screen on the next page.

3. From the Main Bulletin Boards screen you can go to the EUCOM Bulletin Board where we post various items pertinent to SA training in EUCOM.

## EUCOM BULLETIN BOARD

DATE	SUBJECT
07/28/2005	FY06 Senior Service School Nominations
09/11/2004	FY05 Senior Service School (SSS) Nominat
09/11/2004	2004 Training Seminar - 1st Planning Mes
09/11/2004	2004 Training Seminar - 2nd Planning Mes

**We'll post information here that you can use throughout the year. The first bulletin is the message showing EUCOM priorities for FY06 Senior Service Schools.**

View
Download
Add New Bulletin
Modify
Delete

Return

4. **Libraries.** Libraries are used to upload documents or files that are too big to send as e-mail attachments. These files are available for other SAN users to download. The only drawback to "Libraries" is that the files are open to any SAN user. This is the main Libraries screen:

## LIBRARIES

- [GENERAL](#)
- [CENTCOM](#)
- [EUCOM](#)
- [NORTHCOM](#)
- [PACOM](#)
- [SOUTHCOM](#)
- [TRAINING](#)
- [BUDGET](#)
- [DSCA](#)
- [DSAMS](#)
- [FMS](#)
- [Search all Libraries](#)

- CTFP
  - [ORGANIZATION FOR THE MANAGEMENT OF CTFP](#)
  - [PROG IMPL](#)
  - [CATEG](#)
  - [SCHOOL AND COURSE SELECTION](#)
  - [PURCHASING OF EQUIPMENT](#)
  - [CANDIDATE SELECTION](#)
  - [References](#)
- [Display Items you own in any Library](#)
- Display Items owned by  in any Library Display

**Check here for items of EUCOM interest**

5. This is the **EUCOM Library** screen.

**EUCOM LIBRARY**

- [LIST ITEMS IN EUCOM LIBRARY](#)
- [UPLOAD FILE INTO EUCOM LIBRARY](#)

Return to main Library menu

6. This SAN Screen shows what you will get if you choose to '*List Items in EUCOM Library*'. Once you determine the file you want, simply highlight it, double click on your mouse, and save it to the appropriate location on your computer. Uploading a file is just like uploading or attaching a file to e-mail. Simply tell the computer what file you want to upload and where it should look to find the file. The SAN will do the rest.

Return

**Files available to download from EUCOM library - Page 1 of 1**

<a href="#">Title</a>	<a href="#">File Size</a>	<a href="#">View Owner</a>	<a href="#">Date Added</a>	<a href="#">Expiration Date</a>
<a href="#">Norton Antivirus Software</a>	34081k	<a href="#">DLEWIS</a>	09/23/2005	10/23/2005
<a href="#">FormFlow224</a>	287k	<a href="#">DLEWIS</a>	09/23/2005	
<a href="#">NAV 10.0 for MAC</a>	26737k	<a href="#">DLEWIS</a>		
<a href="#">EPSQ Subject Edition Version 2.2</a>	2784k	<a href="#">DLEWIS</a>	08/24/2001	

Return

7. **Training.** This is the next SAN feature we'll look at. This is where you should be going every week in order to update your TMS training data. Click on '*SAO Data Download (STL, MASL, etc.)*' to do so. Also on this page are useful links such as the master list of training web sites, a useful Expanded-IMET Handbook link and a link to the International Training Management Website discussed in the next section. The **Main Training Menu** screen looks like this:

**Main Training Menu**

- [Review the JSCET \(JSAT Replacement\)](#)
- [SAO Data Download \(STL, MASL, etc.\)](#)
- [IMSO & SAO Training Web](#)
- Libraries
  - [Training](#)
  - [Training Publications](#)
  - [FY06 Training Plans](#)
  - [FY05 Training Plans](#)
  - [FY04 Training Plans](#)
- [On-line Guides](#)
- [Int'l Training Management Web Site](#)
- [Training Bulletin Board](#)
- [Int'l Training POCs](#)
- [LDEP Country Program Mgrs](#)
- [MR Messages/Guidance](#)
- [SO Conference Messages](#)
- [MET Handbook](#)

Click here to get your data

8. This is the main menu for obtaining your IMET, CTFP, and FMS training data. Frequently called “STL data”, this data is updated daily by the Army and Navy (weekly by the Air Force). In addition, you can view or download other data such as the IMET Breakout Levels, MASL, Course Descriptions, and Location Information.

Click here to  
download your  
STL or MASL  
data

STANDARDIZED TRAINING LIST		
14 October 2005		
-USER INFORMATION-		
SAO: MDUBESTEANU		
COUNTRIES OF ACCESS: ROMANIA		
ACCESS TO SERVICES: BCDPS		
DATE OF LAST DOWNLOAD: 13 October 2005 (STL) - 13 October 2005 (MASL)		
LATEST UPDATES OCCURRED ON:		STATUS OF NEXT STL UPDATE
STL UPDATE	MASL UPDATE	Next STL: pending EOY 2005
AIR FORCE: 12 October 2005	12 October 2005	Scheduled -
ARMY: 14 October 2005	14 October 2005	Scheduled -
NAVY: 14 October 2005	13 October 2005	Scheduled -
USER OPTIONS		
<ul style="list-style-type: none"> <li>• <a href="#">STL Data - Download</a></li> <li>• <a href="#">STL Data - View</a></li> <li>• <a href="#">MASL and Other Downloads</a></li> <li>• <a href="#">MASL Data - View</a></li> <li>• <a href="#">IMET Breakout Levels - View (as of 10/06/2005)</a></li> <li>• <a href="#">List STL history file(s) for download</a></li> <li>• <a href="#">Data Problems - Service POC's</a></li> <li>• <a href="#">Exit Standardized Training List Database</a></li> </ul>		

## The International Training Management (ITM) Web Site

1. DISAM developed this Web Site to help SAOs administer SA training programs more efficiently. The link is:

<http://www.disam.dsca.mil/itm/>

The next three screen 'captures' show you how to navigate through the 'ITM' web site. It provides access to SA training documents, publications, on-line guides, training exercises, SA education and training related materials, etc. **This is perhaps the single most important web site for you to know.** You don't have to spend hours searching the web for information related to a specific issue. This web site will help you navigate to the right location to find the information you need.

2. The information is listed by category. Simply click on the category you're interested in and then you'll be taken to the subject matter specific web site where you'll find the information you want, or another "hot link" if you need to reach further down into the subject area.

The screenshot shows the homepage of the International Training Management (ITM) Web Site. At the top left is a waving American flag. To its right is a bald eagle's head with the date "September 11, 2001" below it. The main heading is "International Training Management" followed by the subtitle "A Web Site for International Training Managers Involved in Security Cooperation Programs". Below this are several links: "Systems: [SAN](#) [Alt SAN](#) [I-SAN](#) [SAN TDYMail](#) [SCIP](#) [DSAM](#)" and "All Intl Tng Web Sites: [Intl Tng Web Sites](#)". Further down are "Intl Tng Orgs: [AFSAT](#) [CoGuard](#) [NETSAFA](#) [SATFA](#) [SCETC](#) [SATMO](#) [DLIELC](#) [DISAM](#) [DSCA](#)" and "Catalogs: [AFSAT](#) [CoGuard](#) [NETSAFA](#) [SATFA](#) [SCETC](#) [DISAM](#) [ATTRS](#) [CANTRAC](#) [ETCA](#)". A search instruction says "Click on [SEARCH](#) to search for any item in this web site. [Instructions](#) for use of Search." A red-bordered box contains the text "The second Draft of the JSCET is now ready for your review and comment." Below this are "On-Line User Guides: [IMSO Web User Guide...](#) [SAO Web User Guide...](#) [TMS User Guide...](#) [NEW TMS Problem Guide](#) [NEW...](#) [IMS Pre-Departure Brief User Guide](#)". At the bottom, it says "On-Line Introductory Lesson: [Security Assistance Training Management](#)". Two callout boxes are present: one pointing to the eagle image with the text "'Hot Links' to service 'Home Pages' or web sites" and another pointing to the user guides with the text "Recent On-line User Guides".

3. If you scroll down a little further you will see the next part of the ITM site (shown on the next page). The second portion has links to various functional areas and pages designed to provide information for specific users. For example; the '**Student Screening**' button will take you to a page that contains all pertinent information for that subject area.

Links for information  
for specific  
communities

Links to various  
functional areas.

<p><b>References</b>  <a href="#">Messages</a>  <a href="#">Articles</a>  <a href="#">Points of Contact</a>  <a href="#">Events--Dates</a>  <a href="#">Lessons</a>  <a href="#">Legislation</a>  <a href="#">Web Site Links</a>  <a href="#">Pictures</a></p> <p><b>Training Programs</b>  <a href="#">IMET</a>  <a href="#">FMS</a>  <a href="#">FMFP</a>  <a href="#">Counterterrorism Fellowship Prog-CTF</a>  <a href="#">Counter Drug Tng Supt-CDTS</a>  <a href="#">Intl Narcotics Law-INL</a>  <a href="#">FAA, Sec 506 Drawdown</a></p> <p><b>Automation</b>  <a href="#">FAQS</a>  <a href="#">SAN</a>  <a href="#">LSAN</a>  <a href="#">TMS</a>  <a href="#">ITMS</a>  <a href="#">IMSO Web System</a>  <a href="#">SAO Web System</a>  <a href="#">DSAMS Training Module</a>  <a href="#">SCIP (Portal)</a>  <a href="#">IMS Pre-Departure Briefing CD</a>  <a href="#">Web Site Examples</a>  <a href="#">Adobe Acrobat Download</a></p>	<p><b>SAO</b>  <a href="#">SAO Specific</a>  <a href="#">SAO Best Practices</a>  <a href="#">Sample Messages</a>  <a href="#">Training Program Mgt</a>  <a href="#">SAO Web Sites</a>  <a href="#">IMS Pre-Departure Briefing CD</a></p> <p><b>IMSO</b>  <a href="#">IMSO Specific</a>  <a href="#">Air Force IMSO Tips</a>  <a href="#">IMSO Best Practices</a>  <a href="#">IMSO Web Site Development</a>  <a href="#">IMS Pre-Departure Briefing CD</a>  <a href="#">Model IMSO Web Page</a>  <a href="#">School/IMSO Web Sites</a></p> <p><b>MILDEP</b>  <a href="#">Army</a>  <a href="#">Navy</a>  <a href="#">Air Force</a>  <a href="#">Marine Corps</a>  <a href="#">Coast Guard</a></p> <p><b>Combatant Command</b>  <a href="#">CENTCOM</a>  <a href="#">EUCOM</a>  <a href="#">NORTHCOM</a>  <a href="#">PACOM</a>  <a href="#">SOUTHCOM</a></p>	<p><b>Functional Areas</b>  <a href="#">Biographical Data</a>  <a href="#">Contractor Provided Training</a>  <a href="#">Current Events Responses</a>  <a href="#">Dependents</a>  <a href="#">Distance Learning</a>  <a href="#">DoDIP</a>  <a href="#">English Language Training</a>  <a href="#">Eng Lang Tng--In Country</a>  <a href="#">English Lang Laboratories</a>  <a href="#">Exchange Training</a>  <a href="#">Expanded IMET</a>  <a href="#">Health Affairs</a>  <a href="#">Human Rights</a>  <a href="#">ID Cards</a>  <a href="#">IMS Pre-Departure Briefing</a>  <a href="#">Intercultural Commo</a>  <a href="#">ITOs</a>  <a href="#">Legal</a>  <a href="#">Orientation Tours</a>  <a href="#">Student Administration</a>  <a href="#">Student Screening</a>  <a href="#">Teams</a>  <a href="#">Tng Prog Mgt Review</a>  <a href="#">Travel &amp; Living Allowance</a></p> <p><b>International Military Student</b>  <a href="#">General Information</a>  <a href="#">Country-Specific Information</a></p>
--	--	--

4. The information from the 'Student Screening' link is shown below.

**Student Screening**

[Home](#)

Information on the **Security and Political Screening** of International Military Students (IMS) is available at the following links:

**Note:** The screening of nominees for U.S. sponsored training programs has become very sensitive as a result of increased requirements that, if not accomplished properly, can very quickly get an SAO in serious trouble. Therefore, close attention must be given to this requirement. In particular be sure to follow provisions of **DSCA Msg 311625 May 00** below.

[Revised Guidance Regarding Leahy Amendments & U.S. Foreign Assistance](#) -- State, 6 Feb 2003

**References:**  
[SAMM, Chapter 10](#) -- Click on C.10.10 Bookmark  
 JSAT -- [Para 10-41, Security and political screening](#)

**Messages:** Please note that there have been numerous messages concerning this very critical student vetting requirement.  
[Guidance For Screening Nominees For U.S. Sponsored Training Programs](#) -- DSCA, May 2000  
[FY 2000 Policy and Program Management Guidance](#) -- DSCA, Sep 1999 [Para 3B -- Student Screening](#)  
[Human Rights Limitation On Assistance To Security Forces: Implementation Guidelines](#) -- State, Jun 1999  
[SAO Screening Process Guidelines For Candidates In U.S. Sponsored IMET/FMS Training Programs](#) -- EUCOM, Jan 1999  
[Guidance For Screening Nominees For U.S. Sponsored Training Programs](#) -- DSAA, Mar 1998  
[Guidance For Screening Candidates - U.S. Sponsored Training Programs](#) -- DSAA, Dec 1997  
[Screening Nominees For U.S. Sponsored Training Programs](#) -- State, Nov 1997

**EUCOM IG Checklist -- Section 1.5.2.9**  
 --"Has the ODC coordinated with the U.S. Embassy, Human Rights Officer, RSO, DEA, Consular Section, and other agencies as appropriate to screen nominees thoroughly?"  
 --"Has the ODC developed a checklist that as a minimum encompasses these steps? Is the completed checklist included with other documents related to the country nominees and is it maintained for 10 years?"  
 --"Were ITOs issued prior to the completion of student candidate screening?"

**SAO Sample Documents**  
[Request for File Review](#) -- USMILGP Venezuela request for file review of student candidates.

Everything you wanted to know about Student Screening is contained right here!

## The Training Management System (TMS)

1. TMS 6.0 is the one SA automation tool you'll find to be indispensable. The main TMS screen looks like this.

*Note: TMS version 6.003 was mailed to all SAOs on 12 September 2003.*



### 2. TMS On-Line User Guide and TMS User Handbook.

a. **TMS page on ITM web site.** This page provides complete information on the TMS program, Version 6.003, as well as installation instructions.

<http://www.disam.dsca.mil/itm/Automation/TMS.htm>

b. **On-Line User Guide and TMS Problem Solver.** This user guide is available on-line on the International Training Management web site at the following address. It is an excellent, simplified functional guide for the primary functions that a typical SAO training manager must accomplish with TMS. There is also a guide to the solutions of the most common problems that one runs into with TMS.

<http://www.disam.dsca.mil/itm/Automation/TMS/guide/contents.htm>

c. **TMS User Handbook.** This publication provides a complete set of user instructions for all TMS functions. It should be treated as a reference document in which you can look up any and all TMS functions. Appendix A of the Handbook provides a complete data element dictionary of the entire training database. It is found at:

<http://www.disam.dsca.mil/itm/References/TMS%20Handbook/0-Contents.htm>

### 3. TMS Capabilities

a. **STL.** You can update your STL data literally on a daily basis or based on the volatility of your training program, as frequently as you need to. Normally, new Air Force data is available for download every Thursday morning and Army and Maritime data is available daily. **HOWEVER**, if for any reason you cannot get to the SAN and download your data, just give us a call and we can do the download for you and E-mail it to you. We'll even fax it to you as an STL report if your E-mail is down. Contact us and we'll get you a new STL if you can't get it

from the SAN. Your STL data for a specific training program can then be easily viewed in an STL Report.

*A sample STL is on*

*page 2-19*

b. **Military Articles and Services List (MASL) - and other Training Data Files.** The MASL is the master list of almost all training that can be made available to the international community. It contains information such as course length, location of the course, English language pre-requisites, course cost, security clearance requirements and more. The MASL is updated daily (weekly for the Air Force) and with all of the changes currently going on within the training community (base closings, consolidation of training activities, the moving of schools to new training locations, etc.) you probably should download a new MASL and run an update weekly in TMS. You will want to provide the latest detailed information about a training activity or school to each departing student.

*A sample MASL page is on page 2-22*

<b>MASL ID</b>	D178258	<b>Analysis Code</b>	BA	Management Related Training	
<b>Title</b>	DISAM ORIENTATION COURSE				
<b>Course Number</b>	SAM-OC	<b>Prerequisite</b>			
<b>ECL</b>	80	<b>Price Code</b>	A	<b>Security Clearance</b>	U
<b>LOC</b>	WPT	W-P AFB, OH 45433-7803		<b>Duration</b>	001
<b>PY</b>	<b>FMS</b>	<b>NATO</b>	<b>FMS INCR</b>	<b>NRC</b>	<b>IMET</b>
3	\$320	\$290	\$290	\$0	\$290
4	\$350	\$320	\$320	\$570	\$320
5	\$390	\$330	\$330	\$330	\$330
<a href="#">View Course Descriptions</a>					
<a href="#">Print MASL Detail</a>			<a href="#">Print Course Descriptions and Notes</a>		
* Double click yellow blocks for additional information.					
<a href="#">Return</a>					

c. **Computer-generated Invitational Travel Orders (ITO).** Once the information on the international military student has been entered, only a few final entries are required to generate the ITO. The ITO is created from various databases available to the TMS system.

<b>INVITATIONAL TRAVEL ORDER (ITO) FOR INTERNATIONAL MILITARY STUDENT</b>			
1. <b>ITO Number:</b> EG03B11218	2. <b>Country:</b> EGYPT	3. <b>Date:</b> 04-Feb-03	
The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for the IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.			
Definitions of acronyms and abbreviations contained in this document, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4A/AR 12-15AFR 50-29). This computer generated, letter format ITO is authorized in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M, Para 100401.			
<b>4. Issuing Security Assistance Organization (SAO):</b>			
a. <b>Name of Organization:</b> USOMC Egypt			
b. <b>Mailing Address:</b> Unit 78432, Box 21, APOAE 09401-3896			
<b>5. Funding:</b> IMET 03			
<b>6. IMS Information:</b>			
a. <b>Name:</b> ABOUEL-SEUD, MOHAMED ALY			
b. <b>Sex:</b> Male			
c. <b>Country Service Rank:</b> 1LT			
d. <b>U.S. Equivalent Rank/Pay:</b> 1LT			
e. <b>Country Service:</b> Army			
f. <b>Country Service No.:</b> OF1556431			
g. <b>Date of Birth:</b> 2 April 1979			
h. <b>Place of Birth:</b> EGYPT			
i. <b>Passport No.:</b> XY1009356			
<b>7. Invitation:</b> The Secretary of the Department of the Army invites the IMS listed in item 6, this order, to proceed on or about 27-Jan-03 from EGYPT to FT LEONARD WOOD MO 65473-5000 for the purpose of commencing training listed in item 8, below.			
<b>8. Authorized Training:</b> No additional training to that specified in this order will be provided.			
<b>A</b>	<b>WCN:</b> 1218A	<b>RCH:</b> KD94	<b>MASL:</b> B174013
	<b>Military Service Course No.:</b> 4A-F8X		<b>School:</b> USA ENGINEER CENTER
	<b>Location:</b> FT LEONARD WOOD MO 65473-5000		<b>Report Date:</b> 27-Jan-03
			<b>End Date:</b> 21-Feb-03
<b>B</b>	<b>WCN:</b> 1218B	<b>RCH:</b> KD95	<b>MASL:</b> B121065
	<b>Military Service Course No.:</b> 4-5-C20		<b>School:</b> USA ENGINEER CENTER
	<b>Location:</b> FT LEONARD WOOD MO 65473-5000		<b>Report Date:</b> 21-Feb-03
			<b>End Date:</b> 23-Jun-03
**Last line of training**			
<b>9. Fund Cite:</b> 234-XY-762 5638-7396-35 OF3529			

d. **MASL Course Description.** The complete MILSVC master catalog course description with the custom International Notes and Pre-requisites entered by the IMSO at the training activity.

MASL Course Description		
<b>MASL ID</b> B171620		
<b>Course Number</b> 2-17-C22		
<b>Duration</b> 18	<b>Required ECL</b> 80SA	<b>Required Security Classification</b> SECRET
<b>Title</b> ARMOR CAPTAINS CAREER		
<b>Location</b> FORT KNOX KY 40121		
<b>Description</b> Tank gunnery, tactical training, logistical and maintenance procedures, training methods and techniques, leadership skills and staff support functions at the battalion and brigade level, using the train the trainer concept.		
<b>Admin Instructions</b> Active or Reserve Component officer, 1LT-CPT, who are graduates of an Armor or other combat arms Officer Basic Course. Other CA branches will be selected on a case-by-case basis. May also be USMC company grade Armor officers or selected foreign students.		
SPECIAL INFORMATION: Follow-on modules provide further assignment oriented professional development through emphasis on Tank Commanders Certification and M3 CFV Cavalry Scout transition courses. All foreign and sister service non-Armor branch officers are required to complete a Tank Commander Certification course (TC3) prior to attending the AOAC.		
<b>Remarks</b>		

e. **Detailed Location Information.** Do you provide a copy of this document to your departing IMS? It tells what airport to fly to, how to contact the IMSO at the training activity and where to report, then a whole multitude of information about the training location: the weather, housing, eating facilities, medical care, etc.

Location Information Details for <u>US Army Armor Center &amp; Fort Knox - FORT KNOX, KY</u>	
LOC: BCY	School Location: US Army Armor Center & Fort Knox Address: BLD 2350 OLD IRONSIDES AVE 2350 HELL ON WHEELS DIVISION ROAD FORT KNOX KY 40121
POC: Mrs. Dianne Atcher	POC Title: IMSO Chief
Message Address:	Office Symbol:
Commercial Phone Prefix: (502) 624-	DSN Prefix: 464-2938 Voice: Fax: (502) 624-4069
Emergency Phone: (502) 624-7948	E-Mail Address: fkimso@knox.army.mil
1. Admin Information	
2. General Information	
<p>The United States Armor Center and School is located at Fort Knox, about 30 miles from Louisville, Kentucky in historic Hardin County. Fort Knox - the Home of Mounted Warfare - has served as a US military reservation since 1916. During this time it has played a key role in the development of military tactics, doctrine, and equipment, and has been an integral part of the training establishment for the active Army and Army Reserve. Fort Knox, with its newest buildings rising alongside its historic structures continues to move forward to take its place in the heartland of Kentucky and in the front rank of military posts in the United States. With continuous range upgrade, receipt of new missions such as the U.S. Army Recruiting Command in 1962, and outstanding simulation facilities, Fort Knox will continue to be a leader in the Army of the future.</p> <p>International Students are administered by the International Military Student Office (IMSO). Attn: ATZK-IS, Building 2350 U.S. Army Armor Center Fort Knox, Kentucky 40121-5235 Mrs. Dianne Atcher, Chief, IMSO Dianne.Atcher@knox.army.mil fkimso@knox.army.mil (502) 624-2938 DSN 464-2938 Fax (502) 624-4069</p>	
3. Student Arrival / Departure	
<p>Early reporting is a must for all students bring their families due to the amount of time needed to locate suitable housing. Security Assistance Officers (SAO) should ensure that the International Military Student Office is notified at least five days prior to the students arrival, in order to arrange for the student to be properly greeted at the airport. Failure to notify the International Military Student Office will cause delays in getting the student settled comfortably. Ideally, the student should arrive some time Monday thru Friday before 1200 hours EST, to ensure the student is completely in-process before the weekend (i.e., ID card, cooking utensils, etceteras.) IMS are frequently requested to make presentations about their home country/army. They may wish to bring traditional clothing, artifacts, postcards, and books which may assist them during those times.</p> <p>Students should arrive at Louisville International Airport, Louisville, Kentucky 40221, located 31 miles from Fort Knox.</p>	

f. **Student Unit Information.** This information is critical to help you prepare your input for the Congressional Report on International Military Training (CRMIT) which is due every year in the fall (October-November).

Changes to items underlined will generate a file to be uploaded to the SAN.

**Student Information**

CC BN PY/Case ID 04 IA B TA 1 WCN 1005

Name (Surname, First Name) ☒ Male Date of Birth Place of Birth  
VULKE, Hadin ☐ Female 10-Jan-58 Harare, BANDARIA

Medical Cert ☒ Date 01-Mar-04 Security Cert ☒ Date 06-Mar-04

Service Service No Grade US Grade Passport Number  
B OF 100096 MAJ O-4 382956

**Mandatory >> Unit** 2nd BN, 3d Infantry Reg, Bandarian Land Forces

ECL	Test Num	Date Taken	Score	Req. ECL	Required Clearance
Info		24-Jan-04	78	75SA	S
					Student's Clearance S

Flight C Current Position Instructor ITO Date  
Battalion Executive Officer N/A 29-Sep-05

Parent's Name	Relation	DOB
	Wife	01-Feb-60
	Daughter	14-Jan-93

ECL Names Track Copy ITO ITO IMSI Print Undo Arrival Msg Save/Quit

Put the student's unit information here every time you prepare an ITO and you'll be ready for the CRMIT report every year!

g. And, finally, as you are finishing the use of TMS at the end of the day, the upload to the SAN of all new student data that you have entered into your TMS. See following for instruction on how to upload to the SAN:

<http://www.disam.dsca.mil/itm/Automation/TMS/Guide/18-Upload.pdf>

**Update San : Form**

**Update Changes to the SAN?**

You have made changes that need to be updated to the SAN. Do you want to send the updates now?

☒ Student Info, # of Dependents, Arrival Info

Country Profile

Yes, Update to SAN No, Exit TMS

Click 'Yes' to upload your TMS data to the SAN

Upload the file in the C:\tms\upload directory

**Select TMS file to upload and process**

1. Use the Browse... button to find c:\tms\upload\tmsup.lzh | c:\tms\upload\tmsup.lzh | Browse...

2. Upload file now Please only click on the Upload button once. Multiple clicks will put duplictae records in data base.

NOTE: This operation could take a few minutes depending on the size of your upload. Please don't hit Upload again unless you are sure there was a problem.

Abort Goto Position of Prominence Upload

## The IMSO and SAO Web System on the SAN

1. When you click on the second menu item on the **Main Training Menu** of the SAN (Page 2-4 this Guide), you will have access to the newly activated **SAO Training Web**. This system provides the SAO training manager (you) with an on-line view of the training program for your country. At the same time, this function provides access to all IMSO training offices and to the training program data for all students incoming to that training activity.

**Site Search**

Search In? ▼

Search Help

**Logoff**

**Home**

**SAN Menu**

**Contact Us**

[ Home - Today is Friday, October 14, 2005 ]

**BULLETINS**

- **Per Diem Rates.** Click [here](#) for per diem rates.
- **IMS Holidays.** Click [here](#) for CALENDAR YEAR 2005 HOLIDAYS FOR INTERNATIONAL MILITARY PERSONNEL.
- Internet Explorer 5.5 or higher is needed to properly use this site.

Sincerely,  
The SAN Group

**SAO Training Web  
Welcome Screen**

**User Info**

Hello Mariana  
Last logon was  
10/14/2005 8:57:16  
AM from  
193.231.121.163

- ▶ My Preferences
- ▶ IMSO Directory
- ▶ SAO Directory

**Options**

- ▶ OnLine Chat
- ▶ My Country
- ▶ CETPP Home
- ▶ Find CTFP Students
- ▶ CTF User Guide
- ▶ Create STL Report
- ▶ Create MASL Report

**M**ariana Dubesteanu, welcome to the Security Assistance Network (SAN) Community.  
The last SAN update was accomplished on Friday, October 14, 2005.

The Management Console is where you can select options from the menu on the left and manage your students. We have some **online documentation** for further assistance with the IMSO/SAO training web. Additionally, you may find handy our **International Training Management website** documentation.

Your role type is that of an **SAO Training (50)**.

Need additional information on Select a Page ▼

Thank You,  
The SAN Group

2. If you select the **SAO Directory** and do a search for your country, you can verify that you have in fact uploaded the latest POC information from your TMS Country Profile screen. If not, you will need to update this information in TMS and do a new upload to the SAN.

Country Profile Information for ROMANIA

Information last updated on: 03.08.2005 14:01:49 by unknown	
Name of Organization:	OFFICE OF DEFENSE COOPERATION
POC Name (i.e Training Officer, Training FSN, etc):	DUBESTEANU MARIANA
POC Title:	OFFICE OF DEFENSE COOPERATION
POC Email:	MDUBESTEANU.RO@SAN.OSD.MIL
Message Address:	
Commercial Phones:	40-21-319-5744, 40-1-2104042/EXT.524
POC FAX:	40-21-319-5744
Phone (if available):	
Authorized Signature:	GREGORY C. CLARK
Mailing Address	
Street 1:	
Street 2:	
Street 3:	AMEMB BUCHAREST RO
Street 4:	DEPT OF STATE
Street 5:	WASHINGTON D.C. 20521-5260
Responsibility:	All Programs

**Ensure YOUR contact information is current. It will be available to IMSOs who use the IMSO Training Web daily to contact YOU if there is a problem with YOUR student(s).**

3. You can also do a search using the **IMSO Directory** for any and all training activities or schools.

**[ Activity Info for - USA Command & General Staff College ]**

Information last updated on: unknown by 1009	
Location Name:	USA Command & General Staff College
Point of Contact:	LTC James F. Fain, Chief, International Military Student Division
Point of Contact Title:	International Military Student Division
Email:	cgscimso@leavenworth.army.mil
Message Format:	
Office Symbol:	ATZL-SWG-10
Commercial Phone:	(913) 684 - 7318 / 7319
Voice:	7319/7324/7318
Commercial FAX:	2038
Emergency Phone:	(913) 684-4154 (Staff Duty)
DSN Phone:	552
DSN FAX:	
Street 1:	INTERNATIONAL MILITARY STUDENT DIVISION
Street 2:	1 REYNOLDS AVE
City:	FT LEAVENWORTH
State:	KS
Zip/Postal Code:	66027-1352

**You can find information on the IMSO POC and detailed information for all training activities and schools?**

General Information	
<p>The U.S. Army Command and General Staff College is located at Fort Leavenworth, situated on the Missouri River in the State of Kansas. It is located about 30 miles to the Northwest of Kansas City, Missouri. The 10 counties comprising the greater Kansas City area (including surrounding suburbs) have a population of approximately one and a half million people. Adjacent to Fort Leavenworth, on the South, is the City of Leavenworth, Kansas, with a population of approximately 42,000; and the City of Lansing, Kansas, with a population of approximately 8,200.</p> <p>The US Army Command and General Staff College is dedicated to the highest standards of training, education, and professional military excellence. Students, faculty, and staff commit themselves to the primary goal of preparing officers for wartime duties.</p> <p>The International Military Student Division (IMSD), Command and General Staff School support administrative requirements for International Military Students at CGSC.            International Military Student Division (IMSD)            US Army Command &amp; General Staff College            1 Reynolds Avenue            Fort Leavenworth, KS 66027-1352</p>	

4. While it is recognized that you will do most of your SAO training management work off-line using the TMS system, there are several functions for which you must use the **SAO Training Web**. The first of these is the annual preparation of the **Combined Education and Training Program Plan (CETPP)**. This document must now be done using this on-line SAO Web module. After you have completed input of all sections of the CETPP, you then submit it to HQ USEUCOM for review and approval. This function is initiated by clicking on the **CETPP Home** function in the menu on the left of the SAO Web screen. Instructions for using this function are at and in Chapter 6:

<http://www.disam.dsca.mil/itm/Automation/SAOWeb/Guide/12-CETPP.htm>

**CETPP Home provides access to your Annual Training Plan and its status**

**[ CETPP Home - Combined Education Training Program Plans ]**

Blank CETPP Outline

Bandaria CETPP Example

Options	Country	FY	Status	SAO Last Update
- COCOM approved and locked -	ROMANIA	2006	COCOM Approved	29-Mar-05 by JOHN KENNEDY

## PART ONE - GENERAL INFORMATION

### [ ROMANIA BUDGET YEAR 2006 ]

#### 1. Country Background

##### **a. Government**

As a former communist state, Romania is progressing well. Romania became a NATO member in March 2004, and is poised for government reform and democratization continue to be an issue. MET's, along with Marshall Center Courses and other resources to judicial branches of government by having attendees from outside the

**Your CETPP is divided into various logical sections. After writing and saving each as an MS WORD document, the entire CETPP is submitted to HQ USEUCOM**

##### **b. People**

Romania is a multi-ethnic country with large ethnic minorities. In addition, limited, so those living far from Bucharest often do not receive the attention of governmental organizations. ODC Bucharest is careful to have a balanced mix of personnel from varied ethnic backgrounds (Hungarian, etc.) and from locations well outside of Bucharest, as it assists in selecting candidates for courses.

5. The second item that must now be done on-line using the SAO Web, is the **Counterterrorism Fellowship Program Student Nomination** form. This function is initiated by clicking on **Find CTFP Students** in the left menu. You are responsible for submission of this document to the HQ USEUCOM CTFP manager for approval and final submission to OASD/SOLIC in Washington. Instructions for using this function are at:

<http://www.disam.dsca.mil/itm/Automation/SAOWeb/Guide/11-CTFPNom.pdf>

**Click 'Find CTFP Students' on the SAO Training Web Welcome Screen**

**List of CTFP training lines for which an automated Student Nomination form must be submitted to HQ USEUCOM**

[ Find CTFP Students ] ( default view is 30 days back and 90 days forward )

Filter by Country		Filter by date	go				
Action	Rpt Dte	Name	CC	IA	Case	WCN	
	27-Dec-04	AL-TALAFHA, ALI	JO	B	B05001	5003	
	27-Dec-04	AL-SHABATAT, AYMAN	JO	B	B05001	5014	
	26-Mar-05	Unknown	JO	P	B05	3106	
	29-Mar-05		JO	B	B05001	5011	
	6-Apr-05	Unknown	JO	P	B05	6101	
	9-Apr-05	Unknown	JO	P	B05	1752	

This is the actual on-line CTFP Candidate Nomination form that you will see and that you must submit on each CTFP candidate.

[ Regional Defense CTF application for JO/B/B05001/5003 ]	
SAO submitted on 12/6/2004 Combatant Commander approved on 12/7/2004 CTF approved on 12/21/2004	
<b>Notice: This submittal requires a quick turn around.</b>	
Candidate Information	
* Name of candidate:	ALI FAWZI AL-TALAFHA
CASE / WCN:	B05001 / 5003
Country:	JORDAN (JO)
* Country Service:	Army
ITO#:	JOB05BF5003
Student Type:	Officer
* Rank:	LTC
* Branch/Specialization:	Intelligence/Translation
* Current position description:	Staff Officer for Translation and Coordination
* Expected position upon completion?	Terrorism Threat Analyst Dir. of Military Intelligence
* Why is this person being nominated?	Upon his return to Jordan, LTC Ali will work in the Directorate of Military Intelligence where he will work as a terrorism analyst. Part of his responsibilities will be to analyze possible effects of terrorist attacks on the civilian population in Jordan. Attending the Civil Affairs course will help him in this analysis and help him recommend steps to mitigate the effects of a terrorist attack.
Medical Testing completed?	<input checked="" type="radio"/> Yes <input type="radio"/> No <- (this must be completed)
Dependents not authorized. Requesting a waiver?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Confirmed quota?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Course Prerequisites met?	<input checked="" type="radio"/> Yes <input type="radio"/> No
new -> Course security requirements met?	<input checked="" type="radio"/> Yes <input type="radio"/> No <- (this must be completed)
ECL minimum met?	<input checked="" type="radio"/> Yes <input type="radio"/> No ECL Score: 84 TOEFL Score:

This is only a portion of the entire form that you must complete. See Chapter 5 for greater detail on the CTF program such as submitting new training initiatives to HQ USEUCOM and ASD-SO/LIC for approval and for nominating candidates to attend training.

## REFERENCE PUBLICATIONS

Most DoD publications are no longer available in printed format. They are maintained electronically at various military web sites. All Security Assistance publications are available on the International Training Management web site at: <http://www.disam.dsca.mil/itm/References/@References.htm>

**Security Assistance Management Manual (SAMM):** DoD 5105.38-M. Chapter 10 concerns training policy and procedures. The SAMM is maintained in an electronic format on the DSCA web site. There are links to it from the SAN and the ITM web sites. <http://www.dsca.mil/samm/>

**Joint Security Assistance Training Regulation (JSAT):** Also known as AR 12-15, SECNAVINST 4950.4A or AFI 16-105. The JSAT supplements the SAMM and provides detailed procedural guidance concerning SA training program implementation and administration. The JSAT applies to both SAOs (that's you) and CONUS training activities. The newest JSAT is dated 5 June 2000. The JSAT is scheduled to be replaced by the Joint Security Cooperation Education and Training Regulation (JSCET) in October 2006. The easiest way to find the JSAT and the new Draft JSCET is at:

<http://www.disam.dsca.mil/itm/References/@References.htm>

**Defense Language Institute English Language Center (DLIELC) Publications:** The easiest way to find them online is to use this link: <http://www.disam.dsca.mil/itm/References/@References.htm>

- ♦ Most of these are usually updated in the autumn of each year.

**English Language Training Support for Security Assistance Offices** This is a quick reference of everything you wanted to know about English language training and DLIELC.

**DLIELC 2006 Catalog of Materials, Courses and Support; October 1, 2005**

**DLIELC Instruction 1025.7, Planning and Programming Security Assistance English Language Training; October 1, 2005**

**DLIELC 1025.9, Management of the DLIELC Oral Proficiency Program; 5 April 2005**

**DLIELC 1025.15, English Comprehension Level (ECL) Test Guidelines; October 1, 2004**

**DLIELC 1025.30, English Language Training for International Military Students; April 30, 2004**

**U.S. Army Security Assistance Training Program Handbook.** (Commonly called the "Green Book"). Go to this web site: <http://www-satfa.monroe.army.mil/Greenbook2/greenbook.asp>

**U.S. Navy International Training Catalog.** This catalog is a complete listing of the various U.S. Navy training courses available to the international community:

[https://www.netsafa.navy.mil/catalog/table\\_contents.asp](https://www.netsafa.navy.mil/catalog/table_contents.asp)

**U.S. Air Force International Course Catalog.** This catalog is a complete listing of the various U.S. Air Force training courses available to the international community: <http://ia.afit.edu/AFSAT/icc/mainpage.htm>

**United States Coast Guard International Training Handbook – 10<sup>th</sup> Edition.** This publication can be found here: <http://www.uscg.mil/hq/g-ci/2000ith/ITHnew.htm#Toc471453549>

**U.S. Marine Corps Security Assistance Education and Training Desktop Guide** . This publication is available at this website: <http://scetc.tecom.usmc.mil/>

**HQ USEUCOM Security Assistance Training Guide, 2006-2007.** (You're reading it now). If you're an experienced SAO training program manager, please review the part on SA training automation, ensure your student vetting and medical screening procedures (Ch. 3) are in order and look at chapter six before you toss this handbook into the back corner of your bookshelf. If you're new, keep this handbook close by for a while; it will prove helpful. You can also get it from this web site:

<http://www.disam.dsca.mil/itm/Unified%20Command/Documents/EUCOM-HB.pdf>

## FORMS & COMPUTER PRINTOUTS

1. **Invitational Travel Order (ITO), DD Form 2285, (AVAILABLE IN TMS).** When you start to complete the ITO in TMS you will see it in its entire 4-page format. Once completed, the ITO will actually print in "letter" format, which is the newest version of the ITO and is authorized by both the SAMM and the JSAT. It can then be sent as an E-mail attachment as opposed to using conventional mail.
2. **International Military Student (IMS) Information, DD Form 2239, (AVAILABLE IN TMS).** This form provides basic IMS biographic information needed by the International Military Student Offices (IMSO) at the training locations to assist student transition to life in the United States. Again, use TMS to complete and print this form and it too can be sent via E-mail attachment.
3. **Report of Medical Examination, DD Form 2808 and Report of Medical History, DD Form 2807-1 (SEE CHAPTER 3, page 3-32 ~ 3-37).** These forms are required to be completed by host country medical personnel for all international students and accompanying family members.
4. **The Standardized Training Listing (STL).** SATFA, NETSAFA, and AFSAT each produce their own version of the STL. An STL for Bosnia-Herzegovina's FY05 IMET program printed from TMS is shown at page 2-19. **It is extremely important that you check the STL each week for new class dates or changes to class dates.** Frequently the STL is the only notification you will get when a quota has been allocated, or that class dates have changed. TMS can provide you a "Reconciliation" report that points out all changes since the previous STL. The STL is a dynamic document that must be reviewed carefully each time you receive it. Don't simply file a new STL with old ones or overwrite your current TMS STL database before reviewing it for program changes first.
5. **Military Articles and Services List (MASL).** The MASL is a listing of almost all the courses available to international "customers". It provides course cost/tuition charges for different fiscal years and for different pricing categories (IMET, FMS, FMS-IMET, NATO). A MASL page printed from TMS is shown on page 2-22.
6. **Location Codes.** This is a three-digit code shown on your ISTL under the "LOC" column. The Location Code table is updated on a regular basis and is available from the SAN Training Menu or in the "View" function of TMS. Location code information is also available on the IMSO & SAO Web (accessible from the training menu of the SAN Web). The Location Code tells you exactly where the student will be training in the U.S.

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# BOSNIA STL

Data Date 08-Sep-04

Report Date 11-Sep-04

IA	WCN	MASL	TITLE	SC	LOC	DUR	ECL	CRS	COST	TLA	TOTAL	REPORT	START	END	QTR	PRI	FS	QTY	PO	WV
Program Year: 05																				
Priority A																				
MILDEP: Department of the Army (SATFA) - Priority A's																				
B	0001	B365003	MEDICAL COST-CONUS		BGX	0000			\$700	\$0	\$700				1	A		1	B	
B	0090	B307010	TAT-LANGUAGE LAB INSTALL		BAT	0000			\$20,000	\$0	\$20,000				3	A		1	B	
B	1139@	B177009	ENGLISH LANGUAGE CRSE	O	DLI	0025	70		\$6,940	\$9,254	\$16,194				1	A		1	B	
B	1139A	B152292	AMMO TECH WO BASIC	O	BCX	0010	70		\$4,710	\$6,382	\$11,092				3	A		1	B	
B	1205@	B177009	ENGLISH LANGUAGE CRSE	O	DLI	0025	80SA		\$6,940	\$9,254	\$16,194				2	A		1	B	
B	1205A	B171800	ARMY WAR COLLEGE (RES	O	BCC	0040	80SA		\$17,345	\$34,641	\$51,986				4	A		1	B	
B	1206@	B177009	ENGLISH LANGUAGE CRSE	O	DLI	0025	80SA		\$6,940	\$9,254	\$16,194				1	A		1	B	
B	1206A	B171766	INTERNATIONAL OFFICER	O	BCT	0003	80SA		\$857	\$2,938	\$3,795				3	A		1	B	
B	1206B	B171782	CMD & GEN STAFF OFF PREP	O	BCT	0002	80SA		\$2,792	\$1,728	\$4,520				4	A		1	B	
B	1206C	B171768	COMMAND & GEN STAFF OFF	O	BCT	0041	80SA		\$8,442	\$27,936	\$36,378				4	A		1	B	
B	1208@	B177009	ENGLISH LANGUAGE CRSE	E	DLI	0025	80SA		\$6,940	\$8,522	\$15,462				1	A		1	B	
B	1208A	B171201	U.S. ARMY SGT MAJOR PREP	E	BCI	0004	80SA		\$2,774	\$4,555	\$7,329				3	A		1	B	
B	1208B	B171200	U.S. ARMY SERGEANTS MAJOR	E	BCI	0039	80SA		\$7,468	\$34,071	\$41,539				3	A		1	B	
B	1209@	B177009	AMERICAN LANGUAGE	E	DLI	0025	80SA		\$6,865	\$8,522	\$15,387				1	A		1	B	
B	1209A	B171201	U.S. ARMY SGT MAJOR PREP	E	BCI	0004	80SA		\$2,774	\$4,555	\$7,329				1	A		1	B	
B	1209B	B171200	U.S. ARMY SERGEANTS MAJOR	E	BCI	0039	80SA		\$7,468	\$34,071	\$41,539				1	A		1	B	
B	2000@	B177009	ENGLISH LANGUAGE CRSE	O	DLI	0015	85S		\$4,190	\$6,874	\$11,064				1	A		1	B	
B	2000A	B164590	PA OFFICER QUAL CRS	O	BFJ	0009	85S		\$2,692	\$7,219	\$9,911				2	A		1	B	
B	2003@	B177009	AMERICAN LANGUAGE	O	DLI	0009	75		\$2,513	\$5,276	\$7,789	5/25/2005	5/30/2005	7/29/2005	3	A		1	B	
B	2003A	B156535	PLAN,PROG,BUDG & EXEC SYS	O	BC3	0002	75		\$626	\$1,930	\$2,556	8/1/2005	8/8/2005	8/19/2005	4	A		1	B	
B	2003B	B156536	RESOURCE MGT BUDGET	O	BC3	0002	75		\$626	\$1,680	\$2,306				4	A		1	B	
B	2003C	B129901	OJT OPERATIONS TNG-CONUS	O	BC3	0001	75		\$376	\$1,280	\$1,656				5	A		1	B	
MILDEP Summary:									Programmed Totals for Priority A (SATFA)	\$120,978	\$219,942	\$340,920								
SATFA Priority A									Allocated MILDEP Ceiling for (SATFA)			\$370,000								
Difference (MILDEP Ceiling) - (Priority A Programmed)												\$29,080	8% Under Budget for this MILDEP							

## MILDEP: Department of the Air Force (AFSAT) - Priority A's

D	0001A	D365003	MEDICAL SERVICES/CONUS	O	000	0000			\$0	\$0	\$0				1	A		1	D	
D	0001B	D365003	MED SVCS (PRI A-UNFUNDED)	O	000	0000			\$280	\$0	\$280				1	A		1	D	
D	0003A	DBKPUB0	AF BOOKS/PUBS/OTHER		000	0001			\$0	\$0	\$0				4	A		1	D	
D	0004A	D00PCHT	AF PCKG/CRATING/SHIPPING		000	0001			\$0	\$0	\$0				4	A		1	D	
D	0300A	D305013	DISAM PLNG & RES MGT MET	R	VAR	0002			\$0	\$0	\$0		4/1/2005	4/9/2005		A		1	D	
D	0300B	D305013	DISAM PLNG & RES MGT MET	R	VAR	0002			\$0	\$0	\$0		4/1/2005	4/9/2005		A		1	D	
D	0300C	D309000	MTT/TRAINING AIDS	R	VAR	0002			\$0	\$0	\$0		4/1/2005	4/9/2005		A		1	D	
D	1000@	D177009	AMERICAN LANGUAGE	O	DLI	0025	70SA		\$9,000	\$29,391	\$38,391				1	A		1	D	
D	1000A	D171014	INTL OFF SCH (FOR AC&SC)	O	MAX	0007	70SA		\$3,420	\$6,049	\$9,469				3	A		1	D	
D	1000B	D171002	AIR COMD & STAFF COLLEGE	O	MAX	0044	70SA		\$7,400	\$33,372	\$40,772				4	A		1	D	
D	2000	D173070	CMSID - EAST EU/CEN ASIA	O	HUR	0002	70		\$2,420	\$3,917	\$6,337	11/6/2004	11/8/2004	11/19/2004		A		1	D	
D	2001	D173070	CMSID - EAST EU/CEN ASIA	O	HUR	0002	70		\$2,420	\$3,917	\$6,337	11/6/2004	11/8/2004	11/19/2004		A		1	D	

# BOSNIA STL

Data Date 08-Sep-04

Report Date 11-Sep-04

IA	WCN	MASL	TITLE	SC	LOC	DUR	ECL	CRS	COST	TLA	TOTAL	REPORT	START	END	QTR	PRI	FS	QTY	PO	WV
D	2002	D173070	CMSID - EAST EU/CEN ASIA	O	HUR	0002	70		\$2,420	\$3,917	\$6,337	11/6/2004	11/8/2004	11/19/2004		A		1	D	
D	6000@	D177027	GENERAL ENGLISH LANG TNG	O	DLI	0010	80		\$3,600	\$6,469	\$10,069	3/16/2005	3/21/2005	5/27/2005		A		1	D	
D	6000A	D177007	LANGUAGE	O	DLI	0027	80		\$8,110	\$8,360	\$16,470		5/30/2005	12/2/2005		A		1	D	
<b>MILDEP Summary:</b>			<b>Programmed Totals for Priority A (AFSAT)</b>						<b>\$39,070</b>	<b>\$95,392</b>	<b>\$134,462</b>									
<b>AFSAT Priority A</b>			<b>Allocated MILDEP Ceiling for (AFSAT)</b>								<b>\$130,000</b>									
			<b>Difference (MILDEP Ceiling) - (Priority A Programmed)</b>								<b>(\$4,462)</b>	<b>3% Over Budget for this MILDEP!</b>								

## MILDEP: Department of the Navy (NETSAFA) - Priority A's

P	0001	P365003	MEDICAL SERVICES	O	UNK	0001			\$0	\$0	\$0				1	A		1	P	
P	0402	P309061	MET DIILS SEMINARS	O	BK8	0001			\$45,000	\$0	\$45,000				2	A		1	P	M
P	0500	P319016	MET DRMI (MIDMC)	O	BK8	0002			\$70,000	\$0	\$70,000	11/2/2004	11/2/2004	11/12/2004	1	A		1	P	M
P	0501	P309070	MET CIV-MILITARY RELATIONS	O	BK8	0001			\$50,000	\$0	\$50,000				2	A		1	P	M
P	0502	P309070	MET CIV-MILITARY RELATIONS	O	BK8	0001			\$50,000	\$0	\$50,000				3	A		1	P	M
P	0503	P309070	MET CIV-MILITARY RELATIONS	O	BK8	0001			\$50,000	\$0	\$50,000				4	A		1	P	M
P	1502A	P177009	AMERICAN LANGUAGE	O	DLI	0020	80		\$5,630	\$9,524	\$15,154				3	A		1	P	
P	1502B	P176019	MIL & PCKEEP OPS IAW ROL	O	PDI	0006	80		\$11,297	\$3,094	\$14,391				3	A		1	P	
P	2501A	P177009	AMERICAN LANGUAGE	O	DLI	0020	80		\$5,630	\$9,524	\$15,154	5/4/2005	5/9/2005	9/23/2005	3	A		1	P	
P	2501B	P162003	INTL DEFENSE MGT CRS	O	PDR	0011	80		\$13,978	\$5,645	\$19,623	9/24/2005	9/26/2005	12/9/2005	3	A		1	P	
P	2503A	P177009	AMERICAN LANGUAGE	O	DLI	0020	80		\$5,630	\$9,524	\$15,154	2/2/2005	2/7/2005	6/24/2005	2	A		1	P	
P	2503B	P162004	SR INTERNATIONAL DEF MGT	O	PDR	0004	80		\$5,315	\$2,215	\$7,530	6/25/2005	6/27/2005	7/22/2005	2	A		1	P	
P	2504A	P176023	MET DIILS JOINT CONUS PLAN	O	UNK	0001			\$30,000	\$3,002	\$33,002				2	A		1	P	M
<b>MILDEP Summary:</b>			<b>Programmed Totals for Priority A (NETSAFA)</b>						<b>\$342,480</b>	<b>\$42,528</b>	<b>\$385,008</b>									
<b>NETSAFA Priority A</b>			<b>Allocated MILDEP Ceiling for (NETSAFA)</b>								<b>\$400,000</b>									
			<b>Difference (MILDEP Ceiling) - (Priority A Programmed)</b>								<b>\$14,992</b>	<b>4% Under Budget for this MILDEP</b>								

<b>Total Priority A Summary:</b>			<b>Programmed Totals for Priority A</b>						<b>\$502,528</b>	<b>\$357,862</b>	<b>\$860,390</b>									
			<b>Country Allocated Total</b>																	
			<b>Difference (Country Allocated Total) - (Priority A Programmed)</b>																	

## Priority D

### MILDEP: Department of the Army (SATFA) - Priority D's

B	2001@	B177009	AMERICAN LANGUAGE	O	DLI	0025	85S		\$6,865	\$9,254	\$16,119				4	D		1	B	
B	2001A	B164590	PA OFFICER QUAL CRS	O	BFJ	0009	85S		\$2,692	\$7,219	\$9,911				4	D		1	B	
B	2004@	B177009	AMERICAN LANGUAGE	O	DLI	0025	75		\$6,865	\$9,254	\$16,119				4	D		1	B	
B	2004A	B156535	PLAN,PROG,BUDG & EXEC SYS	O	BC3	0002	75		\$626	\$1,930	\$2,556				4	D		1	B	
B	2004B	B156536	RESOURCE MGT BUDGET	O	BC3	0002	75		\$626	\$1,680	\$2,306				4	D		1	B	
B	2004C	B129901	OJT OPERATIONS TNG-CONUS	O	BC3	0001	75		\$376	\$1,280	\$1,656				4	D		1	B	

# BOSNIA STL

Data Date 08-Sep-04  
Report Date 11-Sep-04

IA	WCN	MASL	TITLE	SC	LOC	DUR	ECL	CRS	COST	TLA	TOTAL REPORT	START	END	QTR	PRI	FS	QTY	PO	WV
MILDEP Summary:			Programmed Totals for Priority D (SATFA)					\$18,050	\$30,617	\$48,667									
SATFA Priority D																			
MILDEP: Department of the Air Force (AFSAT) - Priority D's																			
D	0001C	D365003	MEDICAL SERVICES/CONUS	O	000	0000			\$105	\$0	\$105			1	D		1	D	
D	2004	D178088	DISAM FOREIGN PURCHASER	O	WPT	0002	80		\$1,160	\$3,917	\$5,077			4	D		1	D	
D	6001@	D177027	GENERAL ENGLISH LANG TNG	O	DLI	0010	80		\$3,680	\$6,513	\$10,193			5	D		1	D	
D	6001A	D177007	LANGUAGE	O	DLI	0027	80		\$8,297	\$8,360	\$16,657			5	D		1	D	
MILDEP Summary:			Programmed Totals for Priority D (AFSAT)					\$13,242	\$18,790	\$32,032									
AFSAT Priority D																			
MILDEP: Department of the Navy (NETSAFA) - Priority D's																			
P	1501A	P176017	PK FOR DECISION MAKERS	O	PDI	0002	80		\$7,344	\$3,802	\$11,146			4	D		1	P	
P	2502A	P177009	AMERICAN LANGUAGE	O	DLI	0020	80		\$5,630	\$9,348	\$14,978			4	D		1	P	
P	2502B	P162003	INTL DEFENSE MGT CRS	O	PDR	0011	80		\$14,595	\$5,645	\$20,240			4	D		1	P	
MILDEP Summary:			Programmed Totals for Priority D (NETSAFA)					\$27,569	\$18,795	\$46,364									
NETSAFA Priority D																			
Total Priority D Summary:			Programmed Totals for Priority D					\$58,861	\$68,202	\$127,063									
Total Program Year Summary:			Programmed Totals: 05					\$561,389	\$426,064	\$987,453									

# Army (SATFA) MASL Report

16-Sep-04

MASL	YR	Title	LOC	Location	SCHOOL	Prereq	Dur	ECL	Security	IMET Cost
B171560	05	JUDGE ADVOCATE OFF GRAD	BCQ	CHARLOTTESVILLE VA 22903-1781	THE JUDGE ADVOCATE GENERALS	2/2	42	90AO	U	\$13,304
B171560	05	JUDGE ADVOCATE OFF GRAD	BCQ	CHARLOTTESVILLE, VA 22901	JAG SCHOOL - USA	2/2	42	90AO	U	\$13,304
B17156C	05	JAG SCH/CORRESPONDENCE CRS	BCQ	CHARLOTTESVILLE, VA 22903-1781	THE JUDGE ADVOCATE GENERALS		0		U	\$0
B17156C	05	JAG SCH/CORRESPONDENCE CRS	BCQ	CHARLOTTESVILLE VA 22903-1781	THE JUDGE ADVOCATE GENERALS		0		U	\$0
B17156C	05	JAG SCH/CORRESPONDENCE CRS	BCQ	CHARLOTTESVILLE, VA 22901	JAG SCHOOL - USA		0		U	\$0
B171590	05	ADJUTANT GEN CAPT'S CAREER	BC3	FORT JACKSON SC 29207-7025	US ARMY SOLDIER SUPPORT	B121506	18	75SA	U	\$6,962
B171590	05	ADJUTANT GEN CAPT'S CAREER	BC3	FT. JACKSON, SC 29207-6330	USATC	B121506	18	75SA	U	\$6,962
B171600	05	ADA OFF ADV(PATR FOLLOW-ON	BCR	FT BLISS, TX 79916-6808	USA AIR DEFENSE ARTILLERY	B171603	5	75SA	C	\$1,135
B171600	05	ADA OFF ADV(PATR FOLLOW-ON	BCR	FT BLISS TX 79916-6808	USA AIR DEFENSE ARTILLERY	B171603	5	75SA	C	\$1,135
B171603	05	AIR DEF ARTY CAPT CAREER	BCR	FT BLISS TX 79916-6808	USA AIR DEFENSE ARTILLERY	B171604	18	75SA	S	\$5,474
B171603	05	AIR DEF ARTY CAPT CAREER	BCR	FT BLISS, TX 79916-6808	USA AIR DEFENSE ARTILLERY	B171604	18	75SA	S	\$5,474
B171604	05	INTERNATIONAL CCC PREP	BCR	FT BLISS TX 79916-6808	USA AIR DEFENSE ARTILLERY		2	75SA	U	\$603
B171604	05	INTERNATIONAL CCC PREP	BCR	FT BLISS, TX 79916-6808	USA AIR DEFENSE ARTILLERY		2	75SA	U	\$603
B171611	05	JOINT THEATER AIR MSL DEF	BCR	FT BLISS, TX 79916-6808	USA AIR DEFENSE ARTILLERY		1	75SA	S	\$277
B171611	05	JOINT THEATER AIR MSL DEF	BCR	FT BLISS TX 79916-6808	USA AIR DEFENSE ARTILLERY		1	75SA	S	\$277
B171619	05	ARMOR CPT CAREER CRS PREP	BCY	FORT KNOX, KY	US ARMY ARMOR SCHOOL		3	80SA	S	\$2,785
B171619	05	ARMOR CPT CAREER CRS PREP	BCY	FT KNOX, KY 40121-5234	COMDT ARMOR SCH FT KNOX KY		3	80SA	S	\$2,785
B171619	05	ARMOR CPT CAREER CRS PREP	BCY	FORT KNOX KY 40121	US Army Armor Center & Fort Knox		3	80SA	S	\$2,785
B171620	05	ARMOR CAPTAINS CAREER	BCY	FORT KNOX KY 40121	US Army Armor Center & Fort Knox	B171619	20	80SA	S	\$6,270
B171620	05	ARMOR CAPTAINS CAREER	BCY	FORT KNOX, KY	US ARMY ARMOR SCHOOL	B171619	20	80SA	S	\$6,270
B171620	05	ARMOR CAPTAINS CAREER	BCY	FT KNOX, KY 40121-5234	COMDT ARMOR SCH FT KNOX KY	B171619	20	80SA	S	\$6,270
B171630	05	AVN CAPTAINS CAREER - ALL	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL	B121135	20	80SA	U	\$2,915
B171630	05	AVN CAPTAINS CAREER - ALL	BCA	FORT RUCKER AL 36362	Fort Rucker	B121135	20	80SA	U	\$2,915
B171631	05	AVN CAPT CAREER NO-CA	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL	B121135	20	80SA	U	\$0
B171631	05	AVN CAPT CAREER NO-CA	BCA	FORT RUCKER AL 36362	Fort Rucker	B121135	20	80SA	U	\$0
B171632	05	AVN CAPT CAREER - IT-CA	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL	B121135	20	80SA	U	\$0
B171632	05	AVN CAPT CAREER - IT-CA	BCA	FORT RUCKER AL 36362	Fort Rucker	B121135	20	80SA	U	\$0
B171633	05	AVN CAPTAINS CAREER - EN	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL	B121135	20	80SA	U	\$0
B171633	05	AVN CAPTAINS CAREER - EN	BCA	FORT RUCKER AL 36362	Fort Rucker	B121135	20	80SA	U	\$0
B17163X	05	AVIATION CAPTAINS CAREER	BCA	FORT RUCKER AL 36362	Fort Rucker	B121135	18	80SA	U	\$0
B17163X	05	AVIATION CAPTAINS CAREER	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL	B121135	18	80SA	U	\$0
B171652	05	CHAPLAIN CAPTAIN CAREER	BC3	FT. JACKSON, SC 29207-6330	USATC	B169536	14	75SA	U	\$5,842
B171652	05	CHAPLAIN CAPTAIN CAREER	BC3	FORT JACKSON SC 29207-7025	US ARMY SOLDIER SUPPORT	B169536	14	75SA	U	\$5,842
B171660	05	CHEMICAL CAPTAINS CAREER	BCL	FT LEONARD WOOD, MO 65473-	USA CHEMICAL FT LEONARD WOOD	B174016	18	75SA	S	\$4,936
B171660	05	CHEMICAL CAPTAINS CAREER	BCL	FT LEONARD WOOD MO 65473-5000	CHEMICAL SCHOOL	B174016	18	75SA	S	\$4,936
B171670	05	ENGINEER OFF CPT CAREER	BC2	FT LEONARD WOOD MO 65473-5000	USA ENGINEER CENTER	B174014	18	75SA	S	\$5,389
B171670	05	ENGINEER OFF CPT CAREER	BC2	FT LEONARD WOOD, MO 65473-	USA ENGINEER SCHOOL FT	B174014	18	75SA	S	\$5,389
B171680	05	FIELD ARTY CAPTAINS CAREER	BCF	FT SILL OK 73503	USA FIELD ARTILLERY SCHOOL	B171131	20	75SA	S	\$4,711
B171690	05	FINANCE CAPTAIN CAREER	BC3	FORT JACKSON SC 29207-7025	US ARMY SOLDIER SUPPORT	B121523	18	75SA	C	\$6,995
B171690	05	FINANCE CAPTAIN CAREER	BC3	FT. JACKSON, SC 29207-6330	USATC	B121523	18	75SA	C	\$6,995
B171699	05	INT'L OFF PREP-INF CCC	BCG	FT BENNING, GA 31905-5468	COMDT INFSC FT BENNING GA		1	75SA	S	\$1,814
B171699	05	INT'L OFF PREP-INF CCC	BCG	FT BENNING GA 31905	Ft. Benning, GA. U.S. Army Infantry		1	75SA	S	\$1,814
B171699	05	INT'L OFF PREP-INF CCC	BCG	FT BENNING, GA 31905	ARMY INFANTRY SCHOOL, ATSH-SE-		1	75SA	S	\$1,814
B171700	05	INFANTRY CAPTS CAREER CRS	BCG	FT BENNING, GA 31905-5468	COMDT INFSC FT BENNING GA	B171699	18	75SA	S	\$4,749
B171700	05	INFANTRY CAPTS CAREER CRS	BCG	FT BENNING GA 31905	Ft. Benning, GA. U.S. Army Infantry	B171699	18	75SA	S	\$4,749
B171700	05	INFANTRY CAPTS CAREER CRS	BCG	FT BENNING, GA 31905	ARMY INFANTRY SCHOOL, ATSH-SE-	B171699	18	75SA	S	\$4,749
B171727	05	COMBINED LOG CCC-TRANS	BCS	FORT EUSTIS, VA 23604-5361	USA TRANSPORTATION SCHOOL	B171545	5	75SA	U	\$1,728

## SA TRAINING FILING SYSTEM

1. International Training files should be kept in accordance with record keeping requirements of your parent organization. Files should provide a historical background in order to evaluate program effectiveness and help plan future programs, and provide sufficient information on previous graduates of U.S. training to help the people who follow you determine if prior students are utilizing the skills they learned. Additionally, training files should be used to help identify prior students who have achieved a "Position of Prominence" in their country.

2. All EUCOM ODCs are required to maintain files in accordance with **CJCSI 5760.01 "Records Management Policy for the Joint Staff and Combatant Commands"** dated 01 February 2003. There are two volumes of specific records management/filing procedures for maintaining office records for EUCOM ODCs. Their titles and web links are shown below. The training portion of filing is illustrated below.

a. CJCSI 5760.01 can be found at this web site: <http://www.dtic.mil/doctrine/jel/cjcsd/cjcsi/d576001.pdf>

b. CJCSM 5760.01 Vol I Joint Staff and Combatant Command Records Management Manual: Volume I - Procedures, 10 March 2003: <http://www.dtic.mil/doctrine/jel/cjcsd/cjcsm/m576001vi.pdf>

c. CJCSM 5760.01 Vol II Joint Staff and Combatant Command Records Management Manual, Volume II - Disposition Schedule, 10 March 2003: <http://www.dtic.mil/doctrine/jel/cjcsd/cjcsm/m576001vii.pdf>

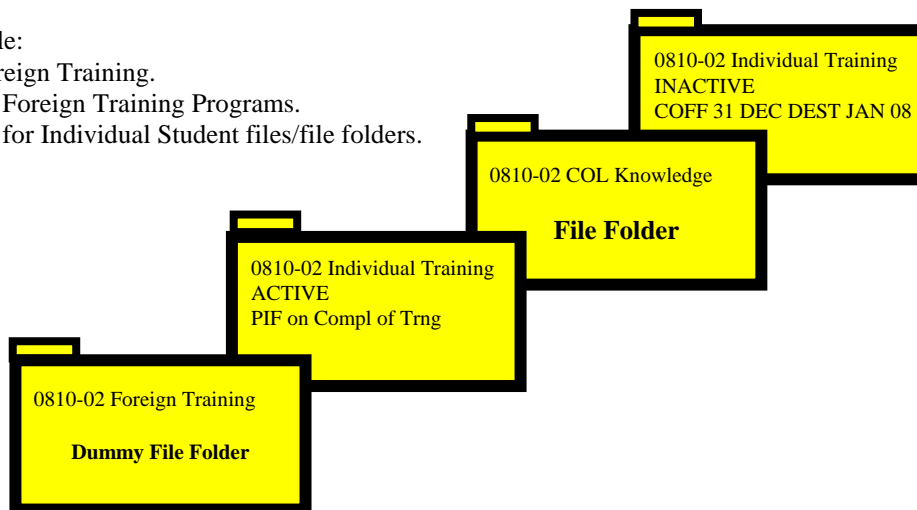
3. International Training fall within the 0810 series and should be established as shown below.

For example:

0810 is Foreign Training.

0810-01 is Foreign Training Programs.

0810-02 is for Individual Student files/file folders.



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## **CHAPTER THREE**

### **YOUR JOB AS TRAINING MANAGER**

#### **LAST YEAR'S PROGRAM (FY05)**

Basic things you need to do are shown below. You will encounter others, but this is a starter checklist.

- a. Monitor progress of students in school:
  - (1). Are any students having academic/disciplinary problems?
  - (2). Does the MILDEP (SATFA, NETSAFA, AFSAT, USMC or COGARD) recommend a change to the student's training schedule?
  - (3). Coordinate any changes to scheduled training with country or MILDEP as necessary.
- b. Notify country when students are scheduled to return home.
- c. Debrief student, if possible. Return Retainable Instructional Material (RIM) - the books he/she received while training in the U.S. - to the student, if possible.
- d. Notify appropriate U.S. activities of the results of the student debriefing if significant problems are identified or favorable comments are made.
- e. Process final travel voucher for returning students, if required.

#### **CURRENT YEAR PROGRAM (FY06)**

A basic checklist of things you will need to do to execute this year's program is provided below. The checklist is arranged by specific task, not by time sequence. Each task is divided into sub-components of smaller tasks or items you need to consider when performing the task.

#### **1. PROGRAM FUNDING.**

- a. **FMS FUNDING:** If training is under FMS make sure you have an implemented FMS case.
- b. **IMET FUNDING:**
  - (1). If training is under IMET make sure you have Military Department (MILDEP) authority to publish the ITO. If in doubt, check with the MILDEP or us at HQ USEUCOM.
  - (2). Each MILDEP is responsible for funding its portion of the IMET program under "Decentralized Funding". This means that **you** are responsible for allocating your IMET funds among the U.S. MILDEPs where training is planned (this is commonly referred to as "breakout levels"). **You** are responsible for updating breakout levels during the year as changes occur in the country's IMET program. The breakout levels are updated on a regular basis and posted to the SAN.

\*\*\*\*\* **IMET BREAKOUT EXAMPLE** \*\*\*\*\*

Moldova will receive \$400,000 in FY06 IMET funds. The Office of Defense Cooperation (ODC), in conjunction with the Moldovan government, has decided that the \$400,000 will be divided as follows:

U.S. Army (SATFA)	\$195,000
U. S. Maritime Forces (NETSAFA, USMC, COGARD)	\$160,000
USAF (AFSAT)	\$ 45,000

If Moldovan requirements change and it's decided that more USAF sponsored training is desired, then funds to cover the additional training will have to come at the expense of another part of the country's program; either Army or Maritime. **You** are responsible for coordinating these changes and directing SATFA, NETSAFA, and AFSAT how to re-distribute Moldova's IMET funds. You decide that you need to put another \$20,000 in the USAF program to cover this new requirement, then you determine that one training sequence in the Army program is not as important and direct SATFA to transfer \$20,000 to AFSAT. You change the breakout so that it now reads:

U.S. Army (SATFA)	\$175,000
U. S. Maritime Forces (NETSAFA, USMC, COGARD)	\$160,000
USAF (AFSAT)	\$ 65,000

\*\*\*\*\* **END OF EXAMPLE** \*\*\*\*\*

**c. How to get more IMET money!** (See SAMM, Chapter 10, paragraph C10.6.1.6 and Table C10.T5).

(1). During the Training Program Management Review (TPMR) we will ask each of you if your program needs additional funds for valid, unfunded training requirements or if your country can turn back funds for redistribution. This is the start of the end-of-year review. We will send a prioritized list of all recommended country requirements for redistribution of IMET funds to DSCA by 30 June 2006. State Department will eventually announce the results of this review probably about September 2006.

(2). This "End-of-Year" review is an excellent opportunity to obtain additional funds for your host nation. The whole process requires close coordination among the SAO (you), HQ USEUCOM, the MILDEP, and DSCA. Student and quota availability need to be established before additional funds can be provided. Each player must be prepared to act on very short notice.

**d. COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP) FUNDING.**

(1). CTFP funding is similar to IMET funding in that the program pays all costs; tuition, travel & per diem for the student. See page 5-10 for detailed program implementation guidance.

(2). The CTFP differs from IMET in that overall program and country funding control is retained at ASD-SO/LIC. A SAO is advised how much CTFP funding the country has been allocated, but ASD-SO/LIC and HQ USEUCOM have the authority to change a country's funding level at any time.

(3). CTFP funding also differs in that ASD-SO/LIC will only release funding for each education/training event after the SAO has submitted and SO/LIC approves the student's "Nomination Package"; see page 5-5 for the steps to submit a "Candidate Nomination".

(4). CTFP funding approval is a two-step process. First SO/LIC will release funds through DSCA to the appropriate MILDEP. Normally release of funding does not constitute policy approval for a student to actually proceed to training. The second step is "policy approval" which constitutes final authority for the MILDEP to release funds and for the SAO (**you**) to actually publish the ITO and implement the planned training.

## 2. STUDENT PROCESSING CHECKLIST.

You should be working with the country to identify qualified candidates for training as early as possible (six months before the class starts). An example of a student-processing checklist is shown starting at page 3-23 and 3-24. These are some of the things you need to do:

- a. Always have a back-up candidate.
- b. Conduct English Comprehension Level (ECL) screening test. Remember test scores are valid for 105 days. Make sure the candidate has the minimum ECL score required by the MILDEP.
- c. Verify that the candidate's rank fits the course. We don't want a student whose rank is too low or too high. Submit a waiver request to the MILDEP if necessary. Find out if the candidate has been promoted. It has happened where someone was promoted to a grade that made him ineligible for his primary training course.
- d. Check physical fitness and administer the required physical fitness test for Airborne, Ranger, Special Forces, or Underwater Demolition training, if required. Make sure pilots/navigators/flight engineers have current flight physicals and take their flight/medical and dental records with them to training.
- e. Conduct necessary background checks on the proposed student or have country officials certify to the country team's satisfaction that the proposed student has:
  - (1). **Been vetted properly. Has the student been cleared by appropriate host country and country team authorities and certified to have no record of human right abuses, drug trafficking, corruption, criminal activity, or other activities that are inconsistent with U.S. foreign policy goals? The most recent vetting guidance is contained in SECSTATE Message is 061820Z Feb 03 (supplemented by 042203Z Feb 05 and 142321Z Jul 05). All three messages are shown starting on page 3-11.** The vetting process and student checklist used by ODC Russia is shown starting on page 3-21.
  - (2). **Been medically screened and is certified to attend U.S. training. This includes chest x-ray, dental screening and HIV screening. The country does the screening, not you. The country provides you with the certificate and results of their screening submitted in English using DD Form 2807-1 and DD Form 2808.** Medical screening policy and copies of medical forms to be used in screening are shown starting at page 3-29.
  - (3). The security clearance necessary to attend a classified course. The school will determine if the student is actually eligible to receive classified instruction (the classification of a training course can be found in the MASL and on the STL).
- f. Check school websites (see the ITM Website for links to schools) for administrative and logistics information pertinent to your student. Provide this information to the student before he/she leaves for CONUS training. Another source for information on the various training locations is the IMSO & SAO Web (accessible from the training menu of the SAN Web).
- g. Determine if dependents will accompany the student. Remember, for most courses, it is advisable to not have dependents accompany the student. Check the Joint Security Assistant Training (JSAT) regulation for more information. If yes, then notify the school so they are prepared for the dependents. Put it on the ITO. This is especially important for those schools where the student is authorized an increased living allowance when dependents accompany him/her. **See page 3-26 for current authorized living allowances.** In addition, if the dependents aren't on the ITO they will not be allowed on the installation, given Commissary and Exchange privilege, or access to U.S. military medical facilities.
- h. Verify that the candidate meets technical and educational prerequisites. Check the appropriate Army, Navy, USAF, USMC or Coast Guard Web Site (see Chap 2) or Training Guide/Handbook for prerequisites.

i. Arrange visa. **A-2 visa has been directed by SECSTATE for all non-NATO International Military Students. If there's a problem tell your consular officer to see "9 FAM, 41.22, note 2.5". That is State Department's authority for an A-2 visa.**

j. Make airline reservations and purchase ONE-WAY ticket to first training location (IMET only). If you believe a round trip is more economical, then request a waiver to this requirement from the MILDEP. In all cases use a U.S. carrier to the maximum extent possible. Arrange for excess baggage for student where and when required. See DSCA Policy Memorandum on page 3-38 for additional clarification.

k. Determine if the student's government has authorized him to buy/drive a car in the U.S. If they have, put it on the ITO.

l. Determine if the student will be authorized leave upon completion of training. Annotate it on the ITO.

m. Ensure the student has proper uniforms (number and kind) for training as prescribed by the MILDEP.

n. Prepare student biographic information (DD Form 2339). It is available in TMS!

o. Receive authority from MILDEP to issue ITO (by message or email) and issue the ITO.

p. Send an arrival message to the school at least 15 days prior to school report date. Advise the school of any special requirements the student may have.

q. Conduct an oral pre-departure briefing. Give the student a written copy of the briefing, preferably in his language and English. We have placed two real pre-departure briefings in the SAN Training Library for you to download to make your own pre-departure briefings for use in your country. DISAM has a generic DVD pre-departure briefing that you can use in order to save time. You can supplement this DVD briefing with school specific information that you believe important to the student and his/her training.

r. Make sure the student actually departs for the U.S.

### **3. COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP) STUDENT PROCESSING.**

CTFP student processing is almost the same as for IMET & FMS training. The single difference is that whereas the country team may approve IMET and FMS students locally via normal vetting, the CTFP requires that each student be approved by HQ USEUCOM and by ASD-SO/LIC before training may be implemented. See Chapter 5, pages 5-5 through 5-15 for current program implementation guidance and for the candidate nomination process/package that must be submitted on each CTFP candidate.

### **4. ISSUING THE INVITATIONAL TRAVEL ORDER (ITO): DD Form 2285**

a. ITOs are required for all students receiving U.S military training of their country. As explained in Chapter Two, this DD form has been superseded by the letter format ITO created by TMS. **You must use TMS to create your ITOs!**

b. The MILDEPs will send you a separate message providing authority to issue an ITO for each WCN (via email or message). If you have not received ITO authority 30 days prior to the student's departure ask the MILDEP (SATFA, NETSAFA, or AFSAT) for authority to issue the ITO.

c. Each military department provides its fund cite or fiscal data and authority to proceed differently. This frequently causes confusion. The differences among the MILDEPs are explained on the next three pages.

\*\*\*\*\* U.S. ARMY ITO AUTHORIZATION \*\*\*\*\*

SATFA sends a separate message each time you are authorized to obligate funds. SATFA provides a fund cite "shell" and additional data to complete the shell. Each course requires a separate fund cite; e.g. a WCN containing an "L", "A" and "B" line would require three fund cites. SATFA sends a separate message each time it authorizes training. This message was the authority for the DAO in Cameroon to issue the ITO for FY05 WCN 1200Q.

```

FM DIR SATFA FT MONROE VA//ATFA-PFM//
USDAO YAOUNDE CM
INFO USCINCEUR VAHINGEN GE//ECJ4-SA//
SUBJECT  FY 2005 IMET FUNDING CM-01
A.  MEMORANDUM SATFA ATFA-PFM, 7 OCT 04
    1.  FUND CITE EXAMPLE:
          CC          GEN          DOC NO=CC+BI+FY+WCN          APC
21-1151081.0    CM1 57-1888 0--- 21T1/21T2    CM-----
          AMOUNT
          S44210  -----

    2.  YOU ARE AUTHORIZED TO ISSUE/RESCIND INVITATIONAL TRAVEL ORDERS (ITO) IAW
REF FOR THE FOLLOWING TRAINING:
          GEN      RCN      WCN      APC          AMOUNT          ACTION
          N1G      KA27      1200Q      TCVE          $15,002.00      ISSUE

    3.  ANY CHANGES TO ABOVE PROGRAM LINES MUST BE SUBMITTED TO SATFA
    4.  POC IS REGINA LEWIS, DSN 680/COMM (757) 788-3822/2307.

```

The fund cite shell is in paragraph 1, above. The data needed to complete the shell and actually construct your fund cite (fiscal data) is in para 2.

The various codes are shown below:

CC = Country Code (in this case CM for Cameroon)

GEN = N1G

DOC NO = CM+BI+05+1200Q (note that BI stands for 'Army IMET and is always used).

APC = TCVE

AMOUNT = \$15,002.00

The actual fund cite that you will construct looks like this.

**21-1151081.0 CM1 57-1888 0N1G 21T1/21T2 CMBI051200Q TCVE S44210 \$15,002.00**

\*\*\*\*\* MARITIME FORCES ITO AUTHORIZATION \*\*\*\*\*

NETSAFA sends a message similar to SATFA and an email copy of the message each time they authorize you to publish an ITO. However, NETSAFA sends the entire fund cite and you do not have to fill in any blank spaces. In addition, you only use one fund cite for all courses in a WCN sequence. An actual ITO authorization message for Ukraine in FY05 follows:

dyer on UC0L0FP0ND11 UNCLASSIFIED INFOCON ALPHA

RTD:R 141731Z OCT 05 NETSAFA PENSACOLA FL(uc) FY2005 IMET FUNDING UKRAINE UP-050928 UNCLAS NETSAFA PENSACOLA FL(uc) - Message (HT...

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

This message was sent with Low importance.

From: NETSAFA PENSACOLA FL(uc) [NETSAFAuc@cnet.navy.mil] Sent: Fri 10/14/2005 7:34 PM

To: Boyd, Linda CIV NETSAFA PENSACOLA FL N-23; Davis, Shirley CIV NETSAFA PENSACOLA FL; Delware, Lori A CIV NETSAFA; Demontalvo, Adolfo CWO3 NETSAFA PENSACOLA FL; Galloway, Lasonya YN2 NETSAFA PENSACOLA FL; Glover, Janie CIV NETSAFA PENSACOLA FL; Huffman, Shirley D CIV; Lucas, Thomas CDR NETSAFA NITC Pensacola, FL; Negri, Marge CIV NETSAFA PENSACOLA FL; Nichols, Don FCC NETSAFA PENSACOLA FL; Sexton, John CIV NETSAFA PENSACOLA FL N-341; Smith, Fred CAPT NETSAFA PENSACOLA FL; Surtees, Lawrence L CIV (NETSAFA); Velarde, Henry L CDR; Williams, Mike CIV NETSAFA PENSACOLA FL; Babcock, Dave CIV NETSAFA PENSACOLA FL; Busch,

Cc:

Subject: RTD:R 141731Z OCT 05 NETSAFA PENSACOLA FL(uc) FY2005 IMET FUNDING UKRAINE UP-050928 UNCLAS NETSAFA PENSACOLA FL(uc)

MSGID/GENADMIN/NETSAFA/-/OCT//  
SUBJ/FY2005 IMET FUNDING UKRAINE UP-050928//  
POC/IMET COORDINATOR/N-825/-/TEL.DSN 922-2900EXT3813  
/TEL.850-452-2900EXT3813//  
RMKS/1. FOLLOWING WCNS HAVE BEEN FUNDED AND AUTH GRANTED TO ISSUE  
ITOS. PROGRAMMED LINES CONSIDERED ACCEPTED UNLESS NETSAFA IS  
OTHERWISE NOTIFIED.

WCN	MASL	TOT AMT
1502A	D171002	\$42,517
1502L	D177027	\$19,955

USE FOL ACCTG LINE AND STANDARD DOCUMENT NUMBER (SDN) ON  
STUDENT'S ITO.

ACRN APPN/SH OBJ CL BCN/SA AAA TT PAA COST CODE  
AA 17-1151081.1251 000 51550/0 068566 2D UP1502 688705UP5TLQ  
SDN: N6887005MDUP5TL

WCN	MASL	TOT AMT
1513A	D177009	\$13,210
1513B	P179250	\$14,876
1513C	P1790ES	\$ 2,328
1513D	P121008	\$26,521
1513E	P124502	\$17,728

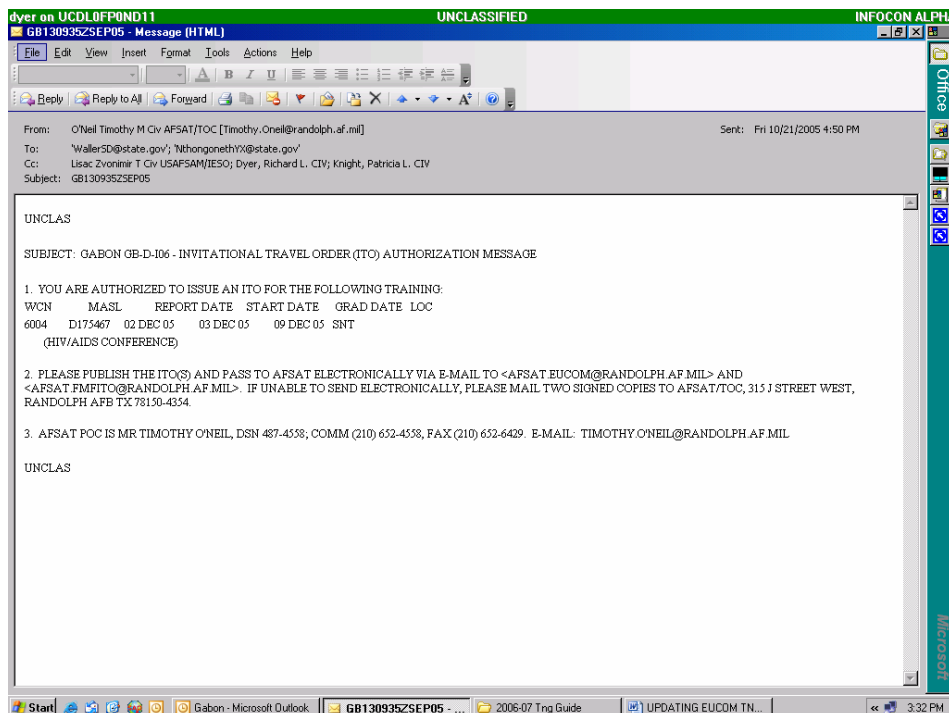
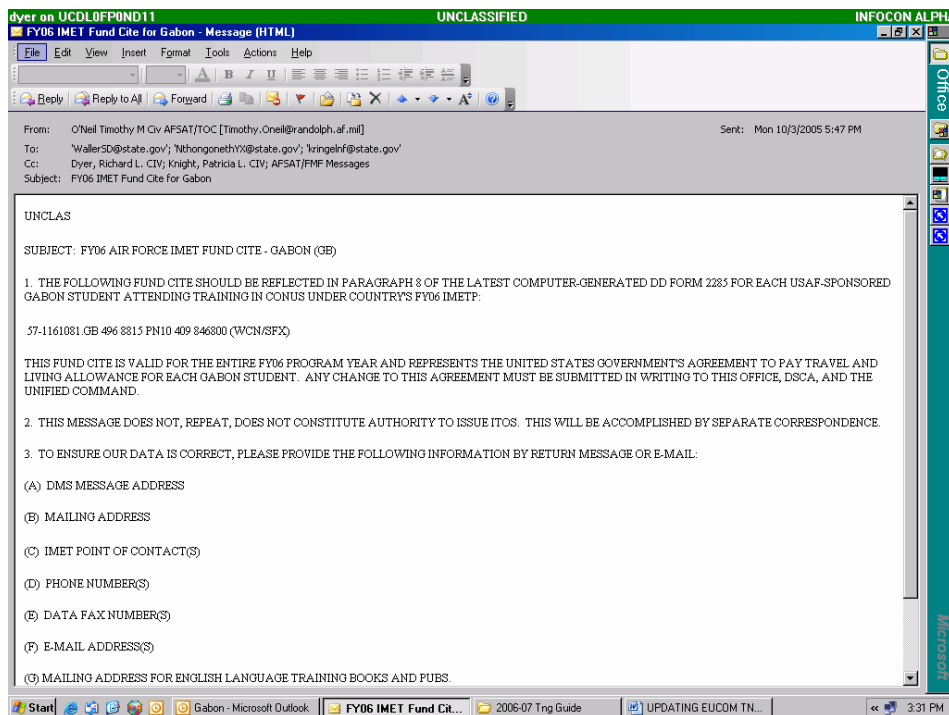
USE FOL ACCTG LINE AND STANDARD DOCUMENT NUMBER (SDN) ON  
STUDENT'S ITO

Start Inbox - Microsoft Outlook FUNDING AUTHORIZ... RTD:R 141731Z O... 2006-07 Tng Guide UPDATING EUCOM T... 4:31 PM

\*\*\*\*\* U.S. AIR FORCE ITO AUTHORIZATION \*\*\*\*\*

AFSAT has started sending emails to each SAO at the beginning of the fiscal year with a fund cite to be used by the country for all USAF sponsored training. Subsequent to this email providing the fund cite for the year AFSAT will send an ITO authorization email for each WCN. The two emails shown below are:

- a. The fund cite issued to Gabon for all FY06 IMET funded training, and;
- b. A subsequent ITO authority for FY06 WCN 6004; HIV/AIDS Confernece.



## **5. COORDINATING CHANGES TO THE PROGRAM**

a. **Adding/changing/deleting training to/from the STL.** First, check the MILDEP web site or training guide (Army Green Book, USAF Training Guide, or Navy Programming Guide) for course descriptions, training location, and other pertinent information. If that doesn't help and you still have a question call us and we'll help. Once you've determined what needs to be programmed send a message/e-mail/fax, or call SATFA, NETSAFA, AFSAT, SCETC (USMC), or Coast Guard and tell them what you want done.

(1). Program additions: Tell the MILDEP what fiscal year IMET program or FMS case will fund the training, provide course title or MASL ID, when you want the student to report (1st thru 5th quarter - see below), if English training is required (number of weeks needed), whether student will be officer, enlisted, or civilian, and funding priority (A, or D) for IMET programs. If training is under IMET and needs a policy waiver (see Chapter 6 for format), make sure you request the waiver too. If there are any special considerations the MILDEP needs to know (e.g. the training is for the President's son), make sure you put that in your request. This is the basic information the MILDEP needs. They can, and will, do the rest of the programming for you and will advise you if they can provide the training.

(2). Program changes: Same procedure; tell the MILDEP (message/E-Mail/fax/phone call) what fiscal year IMET program or FMS case is affected, the WCN you want to change and what data you want to change.

(3). Program deletion: Same procedures as above, except you're deleting training from the STL.

(4). **ENSURE YOU HAVE THE MONEY!:** Any time you make a change to the STL, especially if it's an addition, make sure you have the money to support the change; whether IMET or FMS funded. If IMET funded, you may have to revise priority codes of other training if there's not enough funding remaining in your program.

b. **IMET Priority Codes.** There are three priority codes associated with IMET; they are Priority Code A, Priority Code B (for use during End of Year funds reallocation process/period only) and Priority Code D.

(1). **Priority "A"** represents 100% of the IMET program at the budget request (Congressional Budget Justification or CBJ) level and is used for training scheduled to occur in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> quarters.

(2). **Priority "B"** is used **ONLY** to indicate the training the SAO wants funded by End of Year funds. SAOs may NOT use priority B at the beginning of a fiscal year. The first time it can be used in a fiscal year is at the TPMR in Apr 2006 and for the remainder of the fiscal year, and **ONLY** for "End of Year" training (starting between 01 Oct and 31 Dec).

(3). **Priority "D"** represents valid training requirements that exceed the CBJ (normally 15-20% above the CBJ) and is used for training in the late 4<sup>th</sup> or entire 5<sup>th</sup> quarter. Normally, any Priority "D" training will not be funded, nor will a classroom quota be assigned, until **YOU** tell the MILDEP to change Priority D to Priority A.

(4). Once initial IMET allocations are announced, and if your program funding level is different than the CBJ, you should revise your program and use Priority "A" to reflect 100% of the approved IMET funding level. Priority "D" is still for valid training requirements that exceed the actual IMET allocation.

c. **The WCN.** The Worksheet Control Number (WCN) is the key data element that identifies an International Military Student. WCNs are standard for all IMET programs. However, the standardized WCN system does not apply to FMS training. The standardized system, in brief, follows on the next page:

<u>WCN SERIES</u>	<u>TRAINING CATEGORY</u>	<u>TRAINING EXAMPLE</u>
0001-0999	CONUS Medical OCONUS Medical -- if applicable Orientation Tours (OT) Mobile Training Teams (MTT) or Language Training Detachments (LTD) English Language equipment/materials	
1000-1999	Professional Military Education (PME)	War College, Command and Staff Colleges, etc
2000-2999	Management (MGT)	International Defense Management Course (IDMC)
3000-3999	Post Graduate School (PGS)	Resource Management Master Degree Program at the Defense Resource Management Institute
4000-4999	High Cost Flight (UPT/FLT)	Basic Undergraduate Pilot and Navigator Training
5000-5999	Other Flight Training (FLT)	Other flight training with a course cost less than \$30,000
6000-6999	Technical Training (TECH)	Most officer skill courses and all enlisted courses
7000-8999	NOT USED	
9000-9999	Training Conducted outside the U.S. (OCONUS)	All training conducted by U.S. European Command components: Army (USAREUR), Navy, (USNAVEUR), and Air Force (USAFE)

d. **Travel and Living Allowance (TLA).** The IMET program will pay transoceanic air fare (U.S. FLAG CARRIER), CONUS air fare, authorized excess baggage charges, and a per diem (living allowance) for international students. This TLA will be computed for you by the MILDEPs based upon cost factors you submitted in your Combined Education & Training Program Plan. IMET TLA is intended to supplement normal pay and allowances the country provides its personnel.

e. **See the SAMM Table starting at page 3-26 for current, authorized, living allowance rates.**

f. **IMET Baggage Allowances** (See page 3-38 for amplifying information)

- Two pieces, not to exceed the airlines authorized free weight, for training less than 22 weeks duration.
- Three pieces, not to exceed 70 pounds each for training of 22 to 39 weeks
- Four pieces, not to exceed 70 pounds each, for training 40 weeks or longer.
- Students with accompanying dependents who are attending PME or postgraduate courses shown above, or flight training are authorized one additional piece of baggage.

g. **IMET Fiscal Quarters:** There are five quarters in each fiscal year IMET program. Quarters one through four (1-4) are standard fiscal quarters. The fifth (5th) quarter is nothing more than built-in IMET system flexibility that allows you to use previous year IMET funds to pay for CONUS training that starts in the first quarter of the current fiscal year. In other words, you can use FY06 IMET funds to pay for training that starts between 1 Oct - 31 Dec 06. There are two constraints: money must be obligated by 30 September 2006 and students must start training by 31 December 2006.

#### **BUDGET YEAR (FY07) AND PLAN YEAR (FY08) PROGRAMS**

1. **THE FY07/08 PLANNING PROCESS HAS ALREADY BEGUN!** SATFA, NETSAFA, and AFSAT are already asking you to update FY07 and FY08 STL data so they can determine worldwide training requirements. They will ask you to update your planning information continuously until shortly before the HQ USEUCOM hosted Training Program Management Review (TPMR) which will be conducted 23~28 Apr 2006.

2. Other than the CRMIT, the "**Combined Education & Training Program Plan**" is the only major report you must submit in conjunction with your SA or CTFP education and training programs. See Chapter 6 for detailed information on how to prepare this report. The **Combined Education & Training Program Plan** concentrates on capabilities, planning, and program development. The **Combined Education & Training Program Plan** is a rolling document updated annually in preparation for the HQ USEUCOM TPMR.

a. You are required to submit a **Combined Education & Training Program Plan** that covers the Budget Year (2007) and Plan Year (2008) Education and Training Program for the host nation. This plan is required to be submitted in conjunction with each Combatant Command's annual Security Assistance Training Program Management Review (TPMR).

b. The **Combined Education & Training Program Plan** for EUCOM countries will be due 31 March 2006.

### **CURRENT PROGRAM GUIDANCE AND EXAMPLES**

1. Student Screening and Vetting: State Department Messages DTG 061820Z Feb03, 042203Z Feb05, and 142321Z Jul 05	Page 3-11
2. ODC Russia Vetting Process and Student Checklist	Page 3-21
3. ODC Nigeria Student Processing Checklist	Page 3-23
4. ODC Macedonia Security Screening Process Checklist	Page 3-24
5. Authorized IMET Living Allowances: SAMM Table C10.T3	Page 3-26
6. Student And Family Member Medical Policy: DSCA Message 211831Z Nov 02	Page 3-29
7. Medical Examination & History Forms Required of International Students	Page 3-32
8. DSCA Policy Memo 04-06: Clarification of Baggage Allowances for International Military Students (IMs)	Page 3-38

## **STUDENT SCREENING AND VETTING GUIDANCE – State Department Message #1**

DTG: 061820Z FEB 03

To: ALL DIPLOMATIC AND CONSULAR POSTS - PRIORITY

From: SECSTATE WASHDC (STATE 34981 - PRIORITY)

Subject. REVISED GUIDANCE REGARDING LEAHY AMENDMENTS AND U.S. FOREIGN ASSISTANCE

Ref (A) 99 STATE 103806, (B) 99 STATE 085337

1. THIS TASKER HAS BEEN CLEARED BY HR/RMA/CSEP FOR SEP POSTS. THIS IS AN ACTION CABLE - SEE PARAGRAPHS 8-13 FOR DETAILS. SUMMARY.

2. (A) THIS CABLE REPRESENTS A REVISION OF PREVIOUS GUIDANCE (REFS A AND B) CONCERNING IMPLEMENTATION OF STATE AND DEFENSE STATUTORY PROVISIONS RELATED TO PROVIDING U.S. FUNDS TO, AND TRAINING OF, UNITS OF FOREIGN SECURITY FORCES (THE "LEAHY AMENDMENTS").

(B) THIS ACTION CABLE DOES NOT GRANT A "CLEAN SLATE" TO UNITS IN CASES WHERE IT HAS PREVIOUSLY BEEN CONCLUDED THAT THERE IS CREDIBLE EVIDENCE THAT UNITS HAVE COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS, OR A CLEAN SLATE FOR PREVIOUS ACTIONS BY UNITS FOR WHICH A DETERMINATION HAS NOT YET BEEN MADE. ANY UNIT THAT THE DEPARTMENT HAS ALREADY IDENTIFIED AS INELIGIBLE, SHALL REMAIN INELIGIBLE FOR FOAA-FUNDED ASSISTANCE OR DOD FUNDED TRAINING UNTIL FURTHER DECISION. INFORMATION THAT COULD BE DEEMED CREDIBLE EVIDENCE OF A GROSS VIOLATION OF HUMAN RIGHTS BY A SECURITY FORCE UNIT, REGARDLESS OF THE PASSAGE OF TIME, WILL BE REPORTED BY POST AND WILL BE ADDRESSED IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED IN THIS ACTION CABLE.

(C) THE MOST RECENT VERSION OF THE "STATE LEAHY AMENDMENT," SECTION 556 OF THE FY 2002 FOREIGN OPERATIONS, EXPORT FINANCING, AND RELATED PROGRAMS APPROPRIATIONS ACT (FOAA), PROVIDES THAT NONE OF THE FUNDS MADE AVAILABLE BY THAT ACT MAY BE PROVIDED TO ANY UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES IF THE SECRETARY OF STATE HAS CREDIBLE EVIDENCE THAT SUCH UNIT HAS COMMITTED GROSS HUMAN RIGHTS VIOLATIONS, UNLESS CERTAIN CONDITIONS HAVE BEEN MET. THE MOST RECENT VERSION OF THE "DOD LEAHY AMENDMENT," SECTION 8080 OF THE FY 2003 DOD APPROPRIATIONS ACT, CONTAINS A SIMILAR PROVISION REGARDING DOD-FUNDED TRAINING PROGRAMS.

(D) PARAGRAPHS 8-13 PROVIDE REVISED GUIDANCE ON IMPLEMENTING THESE TWO PROVISIONS. IN IMPLEMENTING THE LAN, THIS ACTION CABLE REQUIRES POSTS TO REPORT TO THE DEPARTMENT OF STATE ANY INFORMATION THAT COULD REASONABLY BE DEEMED TO BE CREDIBLE INFORMATION OF A GROSS VIOLATION OF HUMAN RIGHTS BY HOST NATION SECURITY FORCES RECEIVING OR SLATED TO RECEIVE FOAA-FUNDED ASSISTANCE OR INVOLVED IN DOD-FUNDED TRAINING. REPORTS OF INCIDENTS WILL NOT RESULT IN AUTOMATIC TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING, BUT WILL TRIGGER A DEPARTMENTAL REVIEW THAT COULD RESULT IN A RECOMMENDATION TO TERMINATE FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING. IF THE DEPARTMENT DETERMINES THAT THESE REPORTS CONSTITUTE CREDIBLE EVIDENCE OF GROSS VIOLATIONS OF HUMAN RIGHTS BY A UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES AND THAT CERTAIN CONDITIONS HAVE NOT BEEN MET, DEPARTMENT WILL GENERALLY ADVISE POST TO DELIVER A DEMARCHN TO THE HOST GOVERNMENT NOTIFYING IT OF THE INCIDENT(S), IDENTIFYING THE UNIT(S) INVOLVED, AND ADVISING THE HOST GOVERNMENT OF RESTRICTIONS ON DOD-FUNDED TRAINING OR FOAA-FUNDED ASSISTANCE FOR THOSE UNITS BACKGROUND.

3. THE FIRST FORM OF THE STATE LEAHY AMENDMENT APPEARED IN THE FY 1997 FOAA. AT THAT TIME IT APPLIED ONLY TO INTERNATIONAL NARCOTICS CONTROL (INC) FUNDING. BEGINNING IN FY 1998 A SIMILAR PROVISION WAS ENACTED WHICH AFFECTED ALL FUNDS APPROPRIATED UNDER THE FOAA - NOT JUST COUNTERNARCOTICS FUNDS - AND SINCE THAT TIME VERSIONS OF THE PROVISION HAVE BEEN INCLUDED ANNUALLY.

4. STATE LEAHY PROVISION: THE CURRENT VERSION OF THE STATE LEAHY AMENDMENT, SECTION 556 OF THE FY 2002 FOAA, READS AS FOLLOWS: BEGIN TEXT: NONE OF THE FUNDS MADE AVAILABLE BY THIS ACT MAY BE PROVIDED TO ANY UNIT OF THE SECURITY FORCES OF A FOREIGN COUNTRY IF THE SECRETARY OF STATE HAS CREDIBLE EVIDENCE THAT SUCH UNIT HAS COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS, UNLESS THE SECRETARY DETERMINES AND REPORTS TO THE COMMITTEES ON APPROPRIATIONS THAT THE GOVERNMENT OF SUCH COUNTRY IS TAKING EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBERS OF THE SECURITY FORCES UNIT TO JUSTICE: PROVIDED, THAT NOTHING IN THIS SECTION SHALL BE CONSTRUED TO WITHHOLD FUNDS MADE AVAILABLE BY THIS ACT. FROM ANY UNIT OF THE SECURITY FORCES OF A FOREIGN COUNTRY NOT CREDIBLY ALLEGED TO BE INVOLVED IN GROSS VIOLATIONS OF HUMAN RIGHTS: PROVIDED FURTHER, THAT IN THE EVENT THAT FUNDS ARE WITHHELD FROM ANY UNIT PURSUANT TO THIS SECTION, THE SECRETARY OF STATE SHALL PROMPTLY INFORM THE FOREIGN GOVERNMENT OF THE BASIS FOR SUCH ACTION AND SHALL, TO THE MAXIMUM EXTENT PRACTICABLE, ASSIST THE FOREIGN GOVERNMENT IN TAKING EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBERS OF THE SECURITY FORCES TO JUSTICE. END TEXT.

5. THE FIRST FORM OF THE DOD LEAHY PROVISION APPEARED IN SECTION 8130 OF THE FY 1999 DEFENSE APPROPRIATIONS ACT WHICH PROHIBITED DOD-FUNDED TRAINING PROGRAMS INVOLVING A UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES "IF THE SECRETARY OF DEFENSE HAS RECEIVED CREDIBLE INFORMATION FROM THE DEPARTMENT OF STATE THAT A MEMBER OF SUCH UNIT HAS COMMITTED A GROSS VIOLATION OF HUMAN RIGHTS..." UNLESS CERTAIN CONDITIONS HAVE BEEN MET. BEGINNING IN THE FY 2000 DOD APPROPRIATIONS ACT, HOWEVER, THE CLAUSE "A MEMBER OF SUCH UNIT" WAS DELETED. SINCE FY 2000, THE DOD LEAHY PROVISION, LIKE THE STATE LEAHY PROVISION, HAS REFERRED TO CREDIBLE INFORMATION ABOUT SECURITY FORCE UNITS, RATHER THAN MEMBERS OF SUCH UNITS.

6. DOD LEAHY PROVISION: THE CURRENT VERSION OF THE DOD LEAHY AMENDMENT, SECTION 8080 OF THE FY 2003 DOD APPROPRIATIONS ACT, READS AS FOLLOWS:

BEGIN TEXT:

(A) PROHIBITION - NONE OF THE FUNDS MADE AVAILABLE BY THIS ACT MAY BE USED TO SUPPORT ANY TRAINING PROGRAM INVOLVING A UNIT OF THE SECURITY FORCES OF A FOREIGN COUNTRY IF THE SECRETARY OF DEFENSE HAS RECEIVED CREDIBLE INFORMATION FROM THE DEPARTMENT OF STATE THAT THE UNIT HAS COMMITTED A GROSS VIOLATION OF HUMAN RIGHTS, UNLESS ALL NECESSARY CORRECTIVE STEPS HAVE BEEN TAKEN.

(B) MONITORING - THE SECRETARY OF DEFENSE, IN CONSULTATION WITH THE SECRETARY OF STATE, SHALL ENSURE THAT PRIOR TO A DECISION TO CONDUCT ANY TRAINING PROGRAM REFERRED TO IN SUBSECTION (A), FULL CONSIDERATION IS GIVEN TO ALL CREDIBLE INFORMATION AVAILABLE TO THE DEPARTMENT OF STATE RELATING TO HUMAN RIGHTS VIOLATIONS BY FOREIGN SECURITY FORCES.

(C) WAIVER - THE SECRETARY OF DEFENSE, AFTER CONSULTATION WITH THE SECRETARY OF STATE, MAY NAIVE THE PROHIBITION IN SUBSECTION (A) IF HE DETERMINES THAT SUCH WAIVER IS REQUIRED BY EXTRAORDINARY CIRCUMSTANCES.

(D) REPORT - NOT MORE THAN 15 DAYS AFTER THE EXERCISE OF ANY WAIVER UNDER SUBSECTION (C), THE SECRETARY OF DEFENSE SHALL SUBMIT A REPORT TO THE CONGRESSIONAL DEFENSE COMMITTEES DESCRIBING THE EXTRAORDINARY CIRCUMSTANCES, THE PURPOSE AND DURATION OF THE TRAINING PROGRAM, THE UNITED STATES FORCES AND THE FOREIGN SECURITY FORCES INVOLVED IN THE TRAINING PROGRAM, AND THE INFORMATION RELATING TO HUMAN RIGHTS VIOLATIONS THAT NECESSITATES THE WAIVER. END TEXT.

7. THE STATE DEPARTMENT LEAHY PROVISION APPLIES TO ALL ASSISTANCE PROGRAMS FUNDED BY THE ANNUAL FOAA. PROGRAMS FUNDED BY FOREIGN MILITARY FINANCING (FMF) GRANTS AND LOANS, INTERNATIONAL NARCOTICS CONTROL AND LAW ENFORCEMENT (INCLE) FUNDS, INTERNATIONAL MILITARY EDUCATION AND TRAINING (IMET) FUNDS AND PEACEKEEPING OPERATIONS (PKO) FUNDS AND CERTAIN NONPROLIFERATION, ANTI-TERRORISM, DEMINING AND RELATED PROGRAMS (NADR) FUNDS - E.G., ANTITERRORISM ASSISTANCE ARE OFTEN ORIENTED TO SECURITY FORCES. OTHER ASSISTANCE PROGRAMS FUNDED, B.G., BY ECONOMIC SUPPORT FUNDS (ESP), FREEDOM SUPPORT ACT (FSA) FUNDS, ASSISTANCE FOR EASTERN EUROPE AND THE BALTIC STATES (ABBE AKA SEED) FUNDS, AND DEVELOPMENT ASSISTANCE (DA) FUNDS AND CERTAIN PROGRAMS FUNDED BY THE NADR ACCOUNT (E.G., DEMINING ASSISTANCE) TYPICALLY DO NOT INVOLVE SECURITY FORCES, ALTHOUGH CERTAIN COUNTRIES' SECURITY FORCES MAY RECEIVE THESE TYPES OF ASSISTANCE. ASSISTANCE PROGRAMS TAKE A WIDE ARRAY OF FORMS, INCLUDING: PROVISION OF COMMODITIES, EQUIPMENT, OR OTHER GOODS; TRAINING AND EDUCATION PROGRAMS FOR GROUPS AND INDIVIDUALS; SUPPORT SERVICES, SUCH AS TRANSPORTATION, LOGISTICS, MAINTENANCE OF EQUIPMENT, AND CONFERENCE ATTENDANCE OR SUPPORT; GRANTS OR LOANS TO PROCURE GOODS AND SERVICES IN SUPPORT OF SECURITY FORCES; AND CASH TRANSFERS OF FUNDS. THE STATE LEAHY AMENDMENT APPLIES TO THESE AND ALL OTHER FORMS OF ASSISTANCE USING FOAA-APPROPRIATED FUNDS IN ALL COUNTRIES TO WHICH THE U.S. PROVIDES SUCH ASSISTANCE. (NOTE: THE EXPORT-IMPORT BANK (EX-IM) HAS ADVISED THE DEPARTMENT THAT IT TAKES THE POSITION THAT IN THE CASE OF PURCHASES BY SECURITY FORCES, THE LEAHY AMENDMENT APPLIES TO ITS LOAN AND GUARANTEE PROGRAMS. ACCORDINGLY, HOST COUNTRY PROGRAMS THAT WILL BENEFIT FROM OR RECEIVE EX-IM SUPPORT SHOULD BE EVALUATED IN THE SAME MANNER AS THE FOAA-FUNDED PROGRAMS DESCRIBED IN THIS CABLE IF THEY INVOLVE PROVISION OF SUPPORT TO SECURITY FORCES.)

8. THE DOD LEAHY PROVISION APPLIES TO USE OF FUNDS MADE AVAILABLE UNDER THE ANNUAL DOD APPROPRIATIONS ACTS. EXAMPLES OF TRAINING PROGRAMS FUNDED WITH DOD FUNDS ARE LISTED IN PARA 19.

9. PRIOR-YEAR ASSISTANCE: POSTS SHOULD FOLLOW PROCEDURES DETAILED HEREIN WITH REGARD TO USE OF ANY PREVIOUS YEARS' FOAA FUNDS OR ANY TRAINING USING PRIOR YEARS' DOD FUNDS THAT MAY BE PROVIDED TO HOST NATION SECURITY FORCES.

10. THE RESTRICTIONS OF THE FOAA AND THE DEFENSE APPROPRIATIONS ACT VERSIONS OF THE LEAHY AMENDMENT ARE SIMILAR. AFTER CAREFUL REVIEW WITHIN THE DEPARTMENT OF STATE AND DEPARTMENT OF DEFENSE, THIS CABLE: (A) SETS FORTH A PROCESS FOR IMPLEMENTING BOTH THE STATE AND DOD LEAHY AMENDMENTS; AND (B) ESTABLISHES A STRONGER RELATIONSHIP BETWEEN U.S. ASSISTANCE AND OBSERVANCE BY RECIPIENT NATION SECURITY FORCES OF INTERNATIONALLY ACCEPTED HUMAN RIGHTS STANDARDS.

11. AS POSTS REVIEW AND IMPLEMENT GUIDANCE DETAILED BELOW, THEY SHOULD KEEP IN MIND TWO OVERRIDING POLICY CONCERNS:

(A) U.S. ASSISTANCE PROVIDED UNDER THE FOAA - WHETHER IN THE FORM OF FUNDS, OTHER ASSISTANCE, OR TRAINING - SHOULD NOT BE PROVIDED TO UNITS OF FOREIGN SECURITY FORCES THAT HAVE ENGAGED IN GROSS VIOLATIONS OF HUMAN RIGHTS, AND DOD FUNDING SHOULD NOT BE PROVIDED FOR TRAINING INVOLVING SUCH UNITS; AND

(B) THE UNITED STATES SHOULD SEEK WAYS TO LEVERAGE ITS ASSISTANCE AND TRAINING TO ENCOURAGE HOST NATION GOVERNMENTS TO PREVENT SUCH VIOLATIONS AND TO HOLD PERSONS CREDIBLY BELIEVED TO BE RESPONSIBLE FOR SUCH VIOLATIONS ACCOUNTABLE FOR THEIR ACTIONS, INCLUDING BY BRINGING SUCH PERSONS TO JUSTICE. POSTS SHOULD ALSO NOTE THAT DOD DOES EXECUTE OR IS INVOLVED IN MANY OF THE FOAA SPONSORED PROGRAMS TO WHICH THE STATE LEAHY PROVISION APPLIES (N.G., CERTAIN PROGRAMS FUNDED WITH FMF, IMET, INC, PKO, OR NADR FUNDS). COUNTRY TEAM WILL NEED TO COORDINATE ACCORDINGLY TO ENSURE THAT THE CORRECT STATUTORY PROVISION (EITHER SECTION SS6 OR SECTION 8080) IS APPLIED IN ANY RELEVANT INSTANCES IN WHICH THE DEPARTMENT HAS CREDIBLE INFORMATION OF GROSS VIOLATIONS OF HUMAN RIGHTS BY ANY UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES. THE LEAHY AMENDMENTS DO NOT/NOT APPLY EITHER TO FMS SALES, OR TO ISSUANCE OF LICENSES FOR COMMERCIAL MUNITIONS EXPORTS, WHEN THESE ARE NOT FUNDED BY U.S. SECURITY ASSISTANCE.

ACTION. INCIDENT-RELATED REPORTING REQUIREMENTS.

12. POSTS IN COUNTRIES THAT RECEIVE FOAA-FUNDED ASSISTANCE OR IN COUNTRIES WHERE UNITS OF FOREIGN SECURITY FORCES ARE INVOLVED IN DOD TRAINING ARE REQUIRED TO HAVE PROCEDURES IN PLACE TO IMPLEMENT THE LEAHY AMENDMENTS. DEPARTMENT PROVIDED GUIDANCE FOR IMPLEMENTING THE LEAHY AMENDMENTS IN 1998 AND 1999. THE INSTRUCTIONS CONTAINED IN THIS CABLE REPLACE THIS PREVIOUS GUIDANCE. POSTS SHOULD REVIEW THEIR PROCEDURES AND ENSURE THEY ARE CONSISTENT WITH CURRENT REQUIREMENTS, AS SET FORTH BELOW.

13. ANY TIME THROUGHOUT THE YEAR THAT A POST BECOMES AWARE OF ANY INFORMATION REGARDING INCIDENTS WHICH REASONABLY COULD BE DEEMED TO BE CREDIBLE INFORMATION OF A GROSS VIOLATION OF HUMAN RIGHTS BY ANY UNIT OF THE HOST NATION'S SECURITY FORCES RECEIVING OR PROPOSED TO RECEIVE FOAA-FUNDED ASSISTANCE OR INVOLVED IN DOD-FUNDED TRAINING, AND REGARDLESS OF THE SOURCE OF SUCH INFORMATION (N.G., STATE, DOD, DAOS/SAGS, OTHER POSTS, LAGOS, MEDIA REPORTS, ETC.), POST SHOULD SO INFORM THE DEPARTMENT BY CABLE. POST SHOULD DRAW ON THE EXPERTISE OF DADS/SAGS IN REPORTING SUCH INFORMATION. POST SHOULD, TO THE EXTENT PRACTICABLE, IDENTIFY THE UNIT THAT HAS ALLEGEDLY COMMITTED THE VIOLATION OF HUMAN RIGHTS AND INCLUDE POST'S VIEW AS TO WHETHER THE VIOLATION OF HUMAN RIGHTS RISES TO THE LEVEL OF BEING A GROSS VIOLATION AND WHETHER IT BELIEVES THE INFORMATION IS CREDIBLE. CABLES SHOULD BE SLUGGED ACTION FOR TUB APPROPRIATE REGIONAL BUREAU, WITH PM, DRL, H, INR, L, INL, AND OTHER STATE AND DEFENSE DEPARTMENT BUREAUS AND OTHER U.S. AGENCIES, AS APPROPRIATE, SLUGGED FOR INFO. REPORTS OF INCIDENTS WHICH COULD BE DEEMED GROSS VIOLATIONS WILL NOT RESULT IN AUTOMATIC TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING, BUT WILL TRIGGER A REVIEW BY REGIONAL BUREAUS, PM, DRL AND OTHERS, AS APPROPRIATE, WHICH COULD RESULT IN A RECOMMENDATION TO TERMINATE FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING.

14. REGIONAL BUREAUS ARE RESPONSIBLE FOR COORDINATING THE DEPARTMENT'S RESPONSE TO REPORTS OF INCIDENTS UNDER PARAGRAPH 13. IN CASES WHERE THE DEPARTMENT, AFTER CONSIDERING THE POSITIONS OF THE REGIONAL BUREAUS, DRL, PM AND OTHER RELEVANT BUREAUS, DETERMINES THERE IS A NEED FOR FURTHER REVIEW, THE REGIONAL BUREAU WILL SO ADVISE POST AND WILL MOVE TO RESOLVE QUESTIONS OR CONCERNS ON A CASE BY-CASE BASIS AND, AS APPROPRIATE, WITH DOD OR OTHER RELEVANT AGENCIES.

15. IF ANY CONCERNED BUREAU BELIEVES THERE IS IN FACT CREDIBLE EVIDENCE THAT A SPECIFIC UNIT OR UNITS RECEIVING FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING HAS COMMITTED A GROSS VIOLATION OR GROSS VIOLATIONS OF HUMAN RIGHTS, A MEMORANDUM SHALL BE PREPARED FOR DECISION BY THE SECRETARY. IN ANY CASE WHERE THE SECRETARY DETERMINES THAT THERE IS CREDIBLE EVIDENCE OF SUCH VIOLATION OR VIOLATIONS OF HUMAN RIGHTS BY ANY UNIT OR UNITS OF A FOREIGN COUNTRY'S SECURITY FORCES RECEIVING FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING, THE REGIONAL BUREAU WILL GENERALLY ADVISE 'POST TO DELIVER A DEMARCHE TO THE HOST GOVERNMENT NOTIFYING IT OF THE INCIDENT(S), IDENTIFYING THE UNIT(S) INVOLVED, AND (WHERE APPLICABLE) ADVISING THE HOST GOVERNMENT OF ANY RESTRICTIONS ON DOD-FUNDED TRAINING OR FOAA-FUNDED ASSISTANCE THAT WILL APPLY WITH RESPECT TO SUCH UNIT(S). IN SUCH CASES, DEPARTMENT MAY TAKE SUCH ACTIONS AS: REQUIRING ADDITIONAL CONDITIONS IN FUTURE AGREEMENTS UNDER WHICH ASSISTANCE IS PROVIDED (INCLUDING, B.G., REVISING LOAS TO INCLUDE LANGUAGE REQUIRING RECIPIENT GOVERNMENTS NOT TO TRANSFER FMF-ORIGIN DEFENSE ITEMS TO OFFENDING UNITS); NOTIFYING CONGRESS OF THE COUNTRY'S FAILURE TO TAKE CORRECTIVE ACTION; OR EVEN TERMINATING SECURITY ASSISTANCE TO THE COUNTRY. PLEASE NOTE THAT NOTHING IN THESE PROCEDURES OR THIS ACTION CABLE SUPERCEDES THE PROCESS FOR CASE-BY-CASE APPROVAL AND VETTING AS PERFORMED BY REGIONAL BUREAUS, DRL, PM AND OTHER RELEVANT BUREAUS WITH INR'S SUPPORT WHEN DOD IS VETTING UNITS OR INDIVIDUALS FOR TRAINING.

16. DEPENDING ON CIRCUMSTANCES, DEPARTMENT MAY DIRECT POSTS TO DEMARCHE HOST GOVERNMENTS EVEN IN CASES WHERE EVIDENCE IS NOT DEEMED SUFFICIENT TO SUPPORT A TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING BUT WHERE THE CAUSE OF HUMAN RIGHTS COULD BE ADVANCED. FOR EXAMPLE, POST MIGHT BE ADVISED TO REMIND THE COUNTRY IN QUESTION OF THE REQUIREMENTS OF THE RELEVANT LEAHY AMENDMENT AND THE FACT THAT LEAHY VIOLATIONS MAY RESULT IN THE TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING.

APPORTIONMENT AND FUNDING REQUEST REQUIREMENTS.

17. BUREAUS SHALL INCLUDE IN ALL REQUESTS FOR PROGRAM FUNDS (B.G., VIA ALLOCATION MEMORANDA OR APPORTIONMENT REQUESTS) WITH RESPECT TO ESF, FMF, PKO, IMBT, NADR AND ALL OTHER FOA FUNDED ASSISTANCE TO BE PROVIDED TO SECURITY FORCES OF A FOREIGN COUNTRY, A STATEMENT INDICATING THAT THE APPROPRIATE REGIONAL BUREAU IS NOT AWARE OF CREDIBLE EVIDENCE OF GROSS VIOLATIONS OF HUMAN RIGHTS BY ANY SECURITY FORCE UNITS RECEIVING ASSISTANCE IN THE PARTICULAR COUNTRY OR COUNTRIES TO WHICH THE ASSISTANCE WOULD BE PROVIDED. FOR COUNTRIES WHERE THE DEPARTMENT HAS DETERMINED THAT CREDIBLE EVIDENCE EXISTS THAT SUCH UNIT RECEIVING OR PROJECTED TO RECEIVE ASSISTANCE HAS COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS, REGIONAL BUREAU SHALL INCLUDE IN ITS REQUEST WHAT EFFECTIVE MEASURES THAT COUNTRY IS TAKING TO BRING RESPONSIBLE MEMBERS OF THE SECURITY FORCES UNIT TO JUSTICE IN ACCORDANCE WITH THE LEAHY AMENDMENT (IN CASES INVOLVING DOD TRAINING, WHETHER AND WHAT CORRECTIVE STEPS HAVE BEEN TAKEN) AND OTHER RELEVANT INFORMATION (B.G., ASSURANCES THE COUNTRY MAY HAVE PROVIDED THAT U.S. ASSISTANCE WILL NOT BE PROVIDED TO THAT UNIT).

18. THE DEPARTMENT IS CURRENTLY EXPLORING THE POSSIBILITY OF ESTABLISHING A "NAMS'CHECK" UNIT IN INR THAT WOULD RUN QUERIES AGAINST INR'S ELECTRONIC DATABASES TO IDENTIFY REPORTS ON SPECIFIC INDIVIDUALS OR ENTITIES. IF THE UNIT IS ESTABLISHED, INR WOULD PROVIDE RELEVANT MATERIALS TO THE BUREAUS RESPONSIBLE FOR MAKING A DETERMINATION OF ELIGIBILITY. IF THE UNIT IS NOT ESTABLISHED,

INR WILL HELP AS IT CAN BUT WILL NOT BE ABLE TO CHECK MORE THAN A FEW NAMES AT A TIME.

#### DISCUSSION AND DEFINITIONS.

19. AS A MATTER OF LONGSTANDING POLICY, THE U.S. GOVERNMENT REQUIRES THAT CANDIDATES FOR ALL U.S.-SPONSORED TRAINING BE EVALUATED BY POSTS FOR A NUMBER OF DISQUALIFYING FACTORS. TRAINING REQUESTS WILL CONTINUE TO BE VETTED ON A CASE-BY-CASE BASIS. IF TRAINING IS SCHEDULED FOR UNITS, (E.G., MOBILE TRAINING TEAMS (MTTS) AND MOBILE EDUCATION TEAMS (NETS)), POST IS NOT REQUIRED TO SCREEN EACH MEMBER OF THE UNIT(S) SCHEDULED FOR TRAINING. INSTEAD, POST SHOULD REVIEW THE HUMAN RIGHTS RECORD OF THE UNIT AS A WHOLE. IN CASES WHERE TRAINING IS SCHEDULED FOR AN INDIVIDUAL, IT CAN PROCEED IF THERE IS NO CREDIBLE EVIDENCE THAT THE INDIVIDUAL HAS COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS. (OF COURSE, POST RETAINS THE AUTHORITY TO DENY APPROVAL FOR TRAINING TO A CANDIDATE WHO DOES NOT PASS OTHER FACTORS OF THE SCREENING PROCESS, SUCH AS DRUG TRAFFICKING, CORRUPTION, HEALTH, CRIMINAL ACTIVITY, AND ACTIVITIES THAT ARE INCONSISTENT WITH U.S. FOREIGN POLICY GOALS.)

20. ACTIVITIES COVERED UNDER THE DOD LEAHY PROVISIONS INCLUDE ALL DOD-FUNDED TRAINING PROGRAMS SUCH AS JOINT COMBINED EXCHANGES FOR TRAINING (JCETS), COUNTERNARCOTICS TRAINING, COMBATANT COMMANDERS INITIATIVE FUND, AND THE DOD REGIONAL COUNTERTERRORISM FELLOWSHIP TRAINING PROGRAM.

21. UNIT OF THE SECURITY FORCES: THE PHRASE "LENT OF THE SECURITY FORCES" IS NOT DEFINED IN THE LEGISLATION, BUT SHOULD BE APPLIED FOR THE PURPOSES OUTLINED IN THIS CABLE TO INCLUDE ORGANIZATIONAL UNITS OF MILITARY, POLICE, OR ANY OTHER SECURITY FORCES. THE LEAHY AMENDMENTS DO NOT APPLY TO THE WHOLE OF A FOREIGN GOVERNMENT'S MILITARY, POLICE, OR OTHER SECURITY FORCES, BUT RATHER TO THE SPECIFIC COMPONENT UNITS RECEIVING TRAINING OR ASSISTANCE. THE QUESTION OF WHAT LEVEL OR ENTITY CONSTITUTES A "UNIT" FOR THE PURPOSES OF THE LEAHY AMENDMENTS WILL BE DETERMINED ON A CASE-BY-CASE BASIS. THE SENATE REPORT ACCOMPANYING THE FY 2002 FOAA PROVIDES THAT THE TERM "UNIT" IS TO BE "CONSTRUED AS THE SMALLEST OPERATIONAL GROUP IN THE FIELD THAT HAS BEEN IMPLICATED IN THE REPORTED VIOLATION." AS A GENERAL RULE OF THUMB, POST SHOULD CONSIDER THE LOWEST ORGANIZATIONAL ELEMENT OF A SECURITY FORCE CAPABLE OF EXERCISING COMMAND AND DISCIPLINE OVER ITS MEMBERS. IN DETERMINING THE ENTITY TO BE VETTED WITH RESPECT TO MILITARY, POLICE, OR PARAMILITARY FORCES, POST SHOULD TAKE INTO ACCOUNT THE PURPOSE OF THE FORCE, ITS UNIQUE COMMAND STRUCTURE AS WELL AS THE SPECIFIC ALLEGATIONS AT ISSUE. INABILITY TO IDENTIFY A PARTICULAR INDIVIDUAL AS A PERPETRATOR WOULD NOT PRECLUDE A CONCLUSION THAT THE UNIT HAS COMMITTED A GROSS VIOLATIONS OF HUMAN RIGHTS IF FACTS OTHERWISE JUSTIFY SUCH A CONCLUSION. POSTS SHOULD KEEP TRACK OF ALLEGATIONS OF GROSS VIOLATIONS OF HUMAN RIGHTS INVOLVING ANY UNIT OF THE SECURITY FORCES, REGARDLESS OF WHETHER THAT UNIT IS CURRENTLY RECEIVING TRAINING OR ASSISTANCE.

22. GROSS VIOLATIONS OF HUMAN RIGHTS: ALTHOUGH THE TERM "GROSS VIOLATIONS OF HUMAN RIGHTS" IS NOT DEFINED IN THESE PROVISIONS, A SIMILAR TERM IS DEFINED IN SECTION 502B(D) OF THE FOREIGN ASSISTANCE ACT (FAA), AND POSTS SHOULD USE THAT DEFINITION AS A GUIDE: "THE TERM 'GROSS VIOLATIONS OF INTERNATIONALLY RECOGNIZED HUMAN RIGHTS' INCLUDES TORTURE OR CRUEL, INHUMAN, OR DEGRADING TREATMENT OR PUNISHMENT, PROLONGED DETENTION WITHOUT CHARGES AND TRIAL, CAUSING THE DISAPPEARANCE OF PERSONS BY THE ABDUCTION AND CLANDESTINE DETENTION OF THOSE PERSONS, AND OTHER FLAGRANT DENIAL OF THE RIGHT TO LIFE, LIBERTY, OR THE SECURITY OF PERSON."

23. EXISTING REPORTING PROCEDURES FOR THE ANNUAL DRL HUMAN RIGHTS REPORT TO CONGRESS ARE UNCHANGED BY THIS ACTION CABLE: THE DEPARTMENT'S ESTABLISHED HUMAN RIGHTS REPORTING PROCEDURES REQUIRE POSTS TO REPORT ANNUALLY ON INSTANCES OF GROSS VIOLATIONS OF HUMAN RIGHTS KNOWN OR RELIABLY PRESUMED TO HAVE BEEN PERPETRATED BY OFFICIALS OR AGENCIES OF FOREIGN GOVERNMENTS. DEPARTMENT GUIDANCE FOR THIS ANNUAL REPORT DOES NOT ASK POSTS TO REPORT ALL HUMAN RIGHTS VIOLATIONS BY OFFICIALS OR AGENCIES OF FOREIGN GOVERNMENTS BUT RATHER A SAMPLING. HOWEVER, FOR THE PURPOSES OF LEAHY, POSTS ARE REQUIRED TO REPORT ANY INFORMATION REGARDING INCIDENTS WHICH REASONABLY COULD BE DEEMED TO BE CREDIBLE EVIDENCE OF GROSS VIOLATIONS BY ANY UNIT OF THE HOST NATION'S SECURITY FORCES RECEIVING FOAAFUNDED ASSISTANCE OR INVOLVED IN DOD-FUNDED TRAINING, REGARDLESS OF THE SOURCE OF SUCH INFORMATION (E.G., STATE, DOD, DAOS/SAOS, OTHER POSTS, NGOS, MEDIA REPORTS, STC.). THE REQUIREMENT TO IMPLEMENT THE LEAHY AMENDMENTS MAKES IT PARTICULARLY IMPORTANT THAT POSTS BE ALERT AND REPORT PROMPTLY TO DEPARTMENT WHENEVER ANY RELEVANT INFORMATION BECOMES KNOWN TO POST.

24. CREDIBLE EVIDENCE: WHILE THE DEPARTMENT RETAINS AUTHORITY FOR ALL FINAL DECISIONS REGARDING SPECIFIC CASES - INCLUDING THE "CREDIBILITY" OF EVIDENCE OF GROSS VIOLATIONS - IT MUST RELY, AT LEAST IN THE FIRST INSTANCE, ON POST'S JUDGMENT IN REVIZING AND ASSESSING AVAILABLE INFORMATION FOR ITS RELIABILITY AND THE CREDIBILITY OF ITS SOURCE. POST NEED NOT SUBMIT REPORTS THAT IT CONFIDENTLY BELIEVES TO BE UNFOUNDED. IF IN DOUBT ABOUT THE CREDIBILITY OF INFORMATION, POST SHOULD SUBMIT TO THE DEPARTMENT AND SO NOTE.

25. WITH REGARD TO THE MEANING OF "EVIDENCE," REPORT LANGUAGE ACCOMPANYING THE FY 1999 FOAA PROVIDES: "THE CONFEREES DO NOT INTEND THAT THE EVIDENCE MUST BE ADMISSIBLE IN A COURT OF LAW." HOWEVER, NEITHER THE LEGISLATION NOR ACCOMPANYING REPORT LANGUAGE DEFINES "CREDIBLE." POST SHOULD APPLY A RULE OF REASON IN INTERPRETING "CREDIBLE" IN VIEW OF THE OVERALL PURPOSE OF THE PROVISIONS, BEARING IN MIND THAT WHAT THE DEPARTMENT IS SEEKING IS INFORMATION DESERVING OF CONFIDENCE AS A BASIS FOR DECISION-MAKING. INFORMATION THAT CAN BE CORROBORATED THROUGH INDEPENDENT SOURCES STRENGTHENS THE CREDIBILITY OF SUCH REPORTS. NGOS CAN BE A VALUABLE SOURCE OF INFORMATION. WEIGHT TO BE ACCORDED PARTICULAR REPORTS REQUIRES CAREFUL JUDGMENT AND MAY TURN ON

PARTICULAR CIRCUMSTANCES - B.G., THE RECORD OF THE GOVERNMENTAL OR NONGOVERNMENTAL GROUP FOR ACCURATE AND IMPARTIAL REPORTING AND THE DEGREE OF DETAIL PROVIDED. ALL EVIDENCE - BOTH SUPPORTING AND REFUTING - SHOULD BE TAKEN AS A WHOLE IN ASSESSING WHETHER EVIDENCE IS "CREDIBLE" WITHIN THE MEANING OF THE LEAHY AMENDMENTS.

26. PARTICULARLY DIFFICULT LEGAL AND POLICY ISSUES MAY ARISE IN CASES WHERE A PERPETRATOR OF A GROSS HUMAN RIGHTS VIOLATION HAS CHANGED UNITS, OR EVIDENCE IS NOT TIED DIRECTLY TO SPECIFIC UNITS. IN ORDER TO IMPLEMENT THE LEAHY AMENDMENTS AND RELATED STATE DEPARTMENT POLICY, POSTS SHOULD IDENTIFY, TO THE EXTENT POSSIBLE, ALL SECURITY FORCE UNITS WITH WHICH AN INDIVIDUAL FOR WHOM THERE IS CREDIBLE EVIDENCE OF HAVING COMMITTED SUCH VIOLATIONS HAS BEEN A MEMBER, FROM THE DATE OF THE ALLEGED OFFENSE TO THE PRESENT. FOR EXAMPLE, IF A SECURITY FORCE MEMBER ALLEGEDLY COMMITTED A VIOLATION WHILE ATTACHED TO UNIT X, BUT HAS SINCE BEEN TRANSFERRED TO UNIT Y, POST SHOULD ADVISE OF THAT PERSON'S RELATIONSHIP WITH BOTH UNITS. POST SHOULD PROVIDE AN ADEQUATE DESCRIPTION OF THE SECURITY FORCE ORGANIZATION, INCLUDING ITS STRUCTURE AND HIERARCHY, AND INSTITUTIONAL RELATIONSHIPS INVOLVED.

27. EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBERS TO JUSTICE: FOR PURPOSES OF THE STATE LEAHY AMENDMENT, RELEVANT LEGISLATIVE HISTORY CONTAINS LANGUAGE REGARDING THE NEED FOR RESPONSIBLE INDIVIDUALS TO "FACE IMPARTIAL CRIMINAL PROSECUTION OR APPROPRIATE AND TIMELY DISCIPLINARY ACTION IN ACCORDANCE WITH LOCAL LAW." ORDINARILY, SOME CLEAR ACTION NEEDS TO OCCUR, B.G., INVESTIGATIONS, FORMAL ADMINISTRATIVE OR LEGAL PROCEEDING AGAINST THE INDIVIDUAL OR INDIVIDUALS IN QUESTION, OR OTHER ACTIONS DEMONSTRATING THE HOST NATION IS PROCEEDING TO BRING THE RESPONSIBLE PERSONS TO JUSTICE. THE MERE TRANSFER FROM A UNIT OF AN INDIVIDUAL ACCUSED OF HAVING COMMITTED HUMAN RIGHTS ABUSES DOES NOT, IN AND OF ITSELF, CONSTITUTE THE NECESSARY EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBER(S) OF THE UNIT TO JUSTICE. AN INVESTIGATION/PROSECUTION PROCESS NEED NOT HAVE BEEN CONCLUDED, NOR IS IT NECESSARY THAT THE PROCESS LED TO A CONVICTION. ON THE OTHER HAND, THE MERE OPENING OF A FORMAL INVESTIGATION DOES NOT, IN AND OF ITSELF, CONSTITUTE "EFFECTIVE MEASURES." THE REALISTIC CHANCE FOR SUCCESSFUL AND IMPARTIAL CONCLUSION OF THE INVESTIGATION, LEADING TO IMPARTIAL TRIAL AND APPROPRIATE PUNISHMENT IF CONVICTED, SHOULD BE ASSESSED. THE INSTITUTIONAL HISTORY OF THE HOST NATION MILITARY AND CIVILIAN JUSTICE SYSTEM IS RELEVANT IN MAKING THE NECESSARY JUDGMENTS. NOTE THAT THE DOD LFAHY PROVISION IS WORDED DIFFERENTLY THAN THE STATE LEAHY PROVISION ON THIS POINT, THE FORMER REQUIRING THAT "ALL NECESSARY CORRECTIVE STEPS HAVE BEEN TAKEN" BEFORE DODFUNDED TRAINING INVOLVING A UNIT THAT HAS TRIGGERED LEAHY CAN TAKE PLACE. THIS PHRASE IS NOT DEFINED IN THE LEGISLATION.

28. POST SHOULD DESIGNATE AN EMBASSY POINT OF CONTACT FOR THE LEAHY AMENDMENTS. AS HUMAN RIGHTS VIOLATIONS ARE ONE AMONG A SERIES OF OTHER CRITERIA THAT ARE TAKEN INTO CONSIDERATION BEFORE PROVIDING ASSISTANCE (S.C., COUNTER NARCOTICS, CORRUPTION), DEPARTMENT SUGGESTS THAT EMBASSY POC BE IN A POSITION TO COORDINATE A COMPREHENSIVE REVIEW WITH RELEVANT MEMBERS OF THE COUNTRY TEAM.

29. AGENCIES OTHER THAN DOD (B.G., DEA, JUSTICE) RESPONSIBLE FOR IMPLEMENTING FOAA-FUNDED PROGRAMS WITH SECURITY FORCES SHOULD ENSURE SIMILAR COORDINATION AND COMMUNICATION WITH THE COUNTRY TEAM IN ACCORDANCE WITH THIS GUIDANCE.

30. DEPARTMENT WILL WORK WITH POSTS TO ENSURE THAT MOOS THAT IMPLEMENT FOAA-FUNDED PROGRAMS WITH SECURITY FORCES ARE INSTRUCTED OF THE NEED TO ENSURE COMPLIANCE WITH LEAHY LIMITATIONS.

31. POC AT DEPARTMENT OF STATE IS CHRISTOPHER DUVAL, BUREAU OF POLITICAL-MILITARY AFFAIRS, 202-736-4019, DUVALLCFGSTATB.GOV.

32. MINIMIZE CONSIDERED POWELL  
UNCLAS STATE 034981

## **STUDENT SCREENING AND VETTING GUIDANCE – State Department Message #2**

R 042203Z FEB 05

FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS

SUBJECT: LEAHY HUMAN RIGHTS VETTING PROCEDURES:  
SUPPLEMENTAL GUIDANCE

REF: 03 STATE 34981

1. M/R (SEP) cleared this telegram. This is an action cable, see paras 8, 9, and 13.

2. Summary: The Department has created the Abuse Case Evaluation System (ACES), a database which will collect human rights-related reporting, and facilitate the management of human rights abuse allegations and compliance with the Leahy Amendment guidelines on providing foreign assistance. ACES is intended to aggregate more human rights data into a single, easily searchable location, and facilitate analysis of the data's validity. It is expected to be online and available to posts and the Department in February and the procedures for incorporating ACES into the current Leahy vetting process described in this cable will go into effect when the Department notifies septel of its release. This cable supplements, and does not/not replace the Leahy human rights vetting procedures described in reftel. However, this cable updates paragraphs 13-14, and 18-19 of reftel. All other Leahy guidance in reftel remains in effect, including standards and definitions. End Summary.

### Background

3. The annual Foreign Operations Appropriations Act (FOAA) restricts the Department from providing assistance to any foreign security unit for which credible evidence exists of gross violations of human rights, unless certain conditions have been met. The Department of Defense's appropriations act contains a similar restriction. These respective State and DOD restrictions are generally referred to as the Leahy Amendments. Text of the current versions of the Leahy Amendments (FY 2005 Appropriations Acts for FOAA and DOD) are unchanged from FY 2002 and FY 2003, as reported in reftel, and FY 2004.

4. Regional bureaus, DRL, PM, INR, IRM, and L have coordinated closely with regard to the implementation of the Leahy Amendments. To that end, DRL has provided funds to IRM bureau to create a centralized database for the Department to improve collection, storage, search capability, and evaluation of credibility for human rights abuse allegations.

### ACES: The New Human Rights Database

5. ACES will be a clearinghouse of useful information of alleged human rights abuses. It will reside on SIPRNet and be available to select users worldwide who have access to SIPRNet. Data will come from sources currently used for Leahy vetting, such as post reporting, press, NGOs, national human rights commissions, and other sources. Users at posts and in the Department will be able to enter and comment on allegations, and DRL will "validate" (check for duplication, completeness of entry, etc.) all entries created for ACES. To the extent possible, DRL will check with desk/post for additional information before allegations are entered into ACES. While the Department will accept data from all credible sources, only the USG will have access to ACES.

6. As ACES becomes populated with data, it will become an invaluable tool for posts and the Department to make Leahy human rights vetting more efficient and effective, as well as to facilitate human rights monitoring and reporting in general. One of the key features of ACES is the ability to enter names of individuals, commanders, and units and conduct searches against those names. The database is similar to, and will allow for easy uploads from MARTUS, the publicly available software DRL has helped provide to several NGOs, national human rights commissions, and some posts to assist in their tracking of human rights abuse allegations.

7. As a storehouse of information on human rights data, ACES contains some entries that may not necessarily be a credible allegations of human rights abuses. ACES could contain records of known false allegations, to prevent post or the Department from having to re-research incidents due to staff turnover. Disputes about the validity or credibility of entries will be handled by the Incident Review Team (see para 11 for details). Each entry allows for document attachments, comments from multiple users, and updates based on new information. For example, if an NGO makes an allegation, which is later found to be erroneous, the record will be updated with new information to facilitate any future vetting. Until ACES is operational, posts can review the graphic user interface of ACES on the Intranet at [aces.irm.state.gov](http://aces.irm.state.gov) to become familiar with the look and feel of the software.

### Reporting Human Rights Abuse Allegations

8. a) Potential gross human rights violations involving militaries of countries receiving U.S. security assistance will continue to be reported by cable as required reftel. At the same time, post should enter data concerning these incidents in the ACES system. As more detail becomes known to post, this additional data should be entered into the ACES system. Additional information which would significantly go beyond the original cable report, such as new information bearing on either the severity of the human rights violations, or the specific military units or individuals alleged to have been involved, should also be reported by cable. (In essence, the relationship between cable and ACES reporting is analogous to that between political and intel reporting on terrorism and the Visa Viper database.)

b) The standard concerning which incidents to report remains unchanged. As explained in para 24 of reftel, posts need not submit reports that they confidently believe to be unfounded. However, even if there is some doubt about the credibility of an allegation, post should enter it into ACES. Each new report of a violation entered into ACES should be accompanied by a comment evaluating the credibility of the allegation, in the user's opinion. It is particularly important to report all available exculpatory information as well, either in initial reporting or in the subsequent addition of detail.

c) If no incidents have occurred in a given quarter, posts at which security forces receive FOAA assistance or DOD training will enter into ACES a negative report from the country team for that quarter, modeled on the Visa Viper process.

d) For all incidents reported, post should identify the alleged abuser as well as the unit and the commander of the unit to which the alleged abuser(s) is/are assigned.

e) No information placed in ACES will be above SECRET classification. When INR finds new relevant information in Sensitive Compartmented databases, it will coordinate with DRL to create limited entries in ACES that contain the name of the individual or unit in question and a message to contact INR for further details. Entries may include document identifiers or additional information as classification permits.

#### Leahy Vetting Procedure

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#### 9. Actions at Post

a) Before providing FOAA-funded assistance or DOD-funded training, posts will search all files and records, including ACES, outgoing cable traffic, DEA, DOJ, CONS, etc. for individual names in the case of individual training/assistance or unit names in the case of unit training/assistance.

b) For all units, only commanders will be vetted by name. This includes new composite units.

c) If no relevant derogatory information is retrieved, post will cable the unit and/or individual names to the Department for a review of Department files and databases.

d) If derogatory information is found at post, post will cable the Department and enter into ACES the details of any previously unreported findings. In the case of FOAA-funded assistance, post has two options:

1. Post may advise the host government that there are questions about the individual or unit and the assistance or training will not be provided to them. Post may offer the host government the opportunity to provide substitute candidates for training/assistance; or

2. Post may provide all relevant information to the Department for Department's guidance on how to proceed.

#### 10. Actions at State

a) Regional bureaus will coordinate vetting requests with DRL and PM, and if necessary INL and INR, to search their unique databases and records. Responses are due to regional bureaus in 10 days.

b) If vetting is "clean," the regional bureau will cable post, the combatant command, OSD, and the Joint Staff advising that "The Department of State possesses no credible evidence of gross violations of human rights by (name of individuals or units), as of (date of cable)."

c) If a "hit" is found:

-- If DOD-funded, Department will report derogatory and any mitigating information to DOD. DOD will make its own determination as to whether to proceed with training.

-- If FOAA-funded, all information collected regarding the alleged incident will be sent to the Incident Review Team for consideration.

#### Incident Review

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11. a) The Incident Review Team will be convened by the PM/PPA Office Director and will consist of Office Directors from DRL/PHD, the regional bureau, and representatives from L. (Authority from each director may be delegated downward at his/her discretion.)

b) The team will make a recommendation based on policy or law (see paras 15 and 16 of reftel for possible options).

-- After consideration of the information provided, if there is agreement among the Incident Review Team members regarding the incident in question, the regional bureau will cable post indicating whether the unit(s) in question are eligible for FOAA-funded assistance. The Incident Review Team may send an info memo to Assistant Secretaries of PM, DRL, and the regional bureau informing them of the decision.

-- If the Incident Review Team does not reach consensus, it will pass all information up to the appropriate level in interested bureaus for decision.

-- If a consensus for a decision is not reached in the second-level review, a split decision memo may be sent to the Secretary.

-- PM will update ACES to include a summary of the review.

After the Testing Period

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12. There will be a "break-in" period that may last approximately six months during which ACES is tested and populated with data. The Department will notify by septel when the break-in period has ended. At that time, Posts will no longer be required to cable the Department seeking vetting of individuals or units about whom post finds no negative information in ACES (i.e. the step described in para 9(c)). In those cases, Posts will have authority to grant final approval with respect to Leahy compliance for units and individuals identified to receive FOAA assistance.

13. Please provide the name and classified email address of all POC's at post who will need access to ACES to Deborah Cahalen Schneider, DRL/IRF, [SchneiderDC@state.gov](mailto:SchneiderDC@state.gov) (202) 647-0348, or Patrick Harvey, DRL/PHD, [HarveyPJ@state.gov](mailto:HarveyPJ@state.gov), (202) 647-1437. POCs should include any AmCit at post involved in the vetting process, such as political officers, human rights officer, defense attache, security assistance officer, legal attachi, consular officers, etc.

14. POCs at the Department of State are Deborah Cahalen Schneider and Gregory Holliday, PM/PPA, [HollidayG@state.gov](mailto:HollidayG@state.gov), (202) 647-4998.

Minimize considered

RICE

BT

#1314

## **STUDENT SCREENING AND VETTING GUIDANCE – State Department Message #3**

UNCLASSIFIED  
TELEGRAM

July 14, 2005

R 142321Z JUL 05  
FM SECSTATE WASHDC  
TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE  
AMEMBASSY DUSHANBE  
AMEMBASSY KHARTOUM  
USLO TRIPOLI  
AMEMBASSY BELIZE  
REO MOSUL 0000  
REO BASRAH 0000  
REO KIRKUK 0000

UNCLAS STATE 131486

E.O. 12958: N/A  
TAGS: KSEP, MASS, PINR, PREL, AADP  
SUBJECT: LEAHY VETTING GUIDANCE/ACES UP AND RUNNING

REF: (A)A. 05 STATE 21314, (B)B. 03 STATE 34981

1. Summary: The Abuse Case Evaluation System (ACES), which is the Department's new software application to compile and track human rights abuses worldwide, is now operational. ACES is a clearinghouse of human rights-related reporting, which will facilitate the management of human rights abuse allegations and compliance with the Leahy amendment guidelines on providing foreign assistance. ACES is now available to posts and the Department for integration into Leahy vetting procedures. This cable supplements but does not replace previous guidance. Guidance in reftels A and B is still valid.

ACES: The New Human Rights Database  
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2. ACES is now operational and is available for use at (<http://ACES.state.sgov.gov>) ACES is intended as the Department's standard repository for human rights abuse allegations and reporting on same. For full procedures, see reftel A. To summarize reftel A, reports will come from sources currently used for Leahy vetting, such as post reporting, press, NGOs, National Human Rights Commissions, and others. Users at post and in the Department will be able to enter and comment on allegations, and DRL will validate all reports. To the extent possible, DRL will check with desk and post for additional information before allegations are entered into ACES. While the Department will accept reports from all sources, only the USG will have access to ACES.

3. Henceforth posts and relevant bureaus in Washington must enter all allegations of human rights abuses by foreign security forces into ACES in addition to any and all other reporting protocols such as Cable Express. For posts where security forces are being trained, a quarterly country team meeting should be conducted to ensure that reports are entered or to verify that no allegations have been received in that quarter, per reftel A. Users should also provide comment on existing reports, such as evaluation of the report's credibility and whether post has investigated the report, and identify known connections between records when appropriate. Both historical and current reports can be entered into ACES. Personnel of other government agencies (DOD, Justice) will also be able to access ACES via SIPRNET.

4. Per reftel A, posts will use ACES to report human rights abuses (para 8) and for vetting (para 9). Posts are also urged to use ACES as a tool to organize existing files of past allegations by creating new records for each incident. The Department will also be working to fill ACES with reports. In the verification stage, DRL will ensure there are no duplicate records. ACES contains approximately 300 records so far, so we must work together to log new and existing reports for it to be a robust tool. It is the Department's desire to make Leahy human rights vetting efficient and effective as well as to facilitate human rights monitoring and reporting in general.

#### How to Access ACES:

5. ACES is classified Secret/NoForn. ACES is a web-enabled application on CLASSNET and requires no software installation to the user's computer. Users should access the home page to request a user name and password. All requests will be answered via CLASSNET e-mail with a one-time use password. During the user's first login, a new password will be generated by the user in compliance with State Department password format policies.

6. An ACES user manual is also available on the site, as is guidance on how to use ACES for vetting purposes. The Leahy human rights vetting procedures are explained in reftels. Posts are advised to review reftels to ensure compliance with Leahy vetting requirements. ACES contains a mechanism enabling questions, comments, and recommendations about ACES to be submitted. Classnet performance issues should be reported to the IRM Infocenter; question about ACES's performance or features should be directed to the ACES system manager Gary Carlson of IRM/OPS/SIO at carlsongs@state.sgov.gov.

7. Points of contact at the Department of State regarding ACES are LeRoy Potts DRL/CRA, Patrick Harvey DRL/PHD, and Gary Carlson IRM/OPS/SIO. Point of contact for questions on Leahy vetting procedures is Gregory Holliday, PM/PPA.

8. MINIMIZE CONSIDERED.  
RICE

## **ODC RUSSIA VETTING PROCESS AND CHECKLIST**



*Embassy of the United States of America  
Moscow, Russia*

Moscow, Russia

December 31, 2002

FROM: Ambassador Alexander Vershbow  
SUBJECT: Student Vetting for US-Funded Training

1. Based on the specific guidance and directions for screening potential students under International Affairs funded training programs; IMET, and FMS, listed in the DOD 5105.38.M Security Assistance Management Manual, section 100007, and additional requirements directed in SECSTATE Message 192156Z Nov 97, SECDEF Message 231614Z Mar 98, and USCINCEUR Message 250940Z Jan 99, Security Assistance Office, Moscow has developed a checklist that encompasses the required screening procedures. This itemized checklist will be used for each potential IMET or FMS student as well as Marshall Center and Asia Pacific Center students. It will be integrated in the SAO Moscow students' processing checklist. This document will also be included with other documents related to country nominees and retained for ten years. SAO Moscow will make adjustments to accommodate specific regional guidance as it appears.
2. SAO Moscow Screening Procedures Checklist:
  - 2.1. Request a formal notification of security background investigation from the host country authorities that the nominated candidate(s) have no records of participation in any of the following derogatory activities:
    - 2.1.1. Criminal conduct
    - 2.1.2. Human rights abuses
    - 2.1.3. Corruption
    - 2.1.4. Other activities inconsistent with US policy goals
  - 2.2. Request formal notification of security background investigation from the Regional Security Office (RSO) at the US Embassy Moscow, that the candidate(s) nominated for US sponsored training have no records in any of the following derogatory activities:
    - 2.2.1. Criminal conduct
    - 2.2.2. Human Rights abuses
    - 2.2.3. Corruption
    - 2.2.4. Other activities inconsistent with US policy goals

- 2.3. Request formal notification from the Political Section, US Embassy Moscow, that they have no record of human rights abuses perpetrated by the candidate(s) nominated for US-sponsored training.
  - 2.4. Request a written certification of security clearances from host country authorities that meets the required level of security clearance (Unclassified or Secret) for certain courses.
  - 2.5. All written notifications must be obtained and stored within the students' files and other related files before generating the Invitational Travel Order for each student. After receiving the written statements from the Russian Government, the Political Section and the Regional Security Office, the Student's ITO will be properly annotated to include the dates of the certificates.
  - 2.6. For participants in training provided by Mobile Training Teams, screening will consist of examining the records of the unit or units receiving the training. As with individual screening, this will be completed by host national officials, RSO, and the Human Rights Office of the Political Section of U.S. Embassy Moscow.
3. The Training Manager, Security Assistance Office, Moscow, is responsible for carrying out these procedures.

// signed //  
Alexander Vershbow  
Ambassador

## Report Date:

Start Date:

Completion Date:

Name: \_\_\_\_\_

Course: \_\_\_\_\_

## Official Nomination

IMSI: (S: \_\_\_\_\_)

## To Nominee

Returned to SAO

**Information Worksheet: (S: \_\_\_\_\_)**

To Nominee

Returned to SAO

**Copy of Passport (S: \_\_\_\_\_)**

**Med Cert (S: \_\_\_\_\_)**

**Med Ins (S:** )

**Background Checks:** (S: \_\_\_\_\_)

Request submitted to RSO/HRO

## Suspense for Response

\_\_\_\_\_ RSO Response

HRO Response

**English Test: (S: \_\_\_\_\_)**

                     ECL Administered

---

Score

Results forwarded to DLI

**ECL Waived:**

Reason:

ODC Chief Concurrence:

**U.S. Visa:** (S: \_\_\_\_\_)

\_\_\_\_\_ Completed Application

2 x Photos

SAO Letter of Invitation

DS 157 (if needed)

\_\_\_\_ Visa Processing Fee

## Visa Referral

Submitted to Consular

Submitted to US  
Visa Completed

### Travel Arrangements:

Reservations Made

---

Itinerary forwarded to School

\_\_\_\_\_ Fund Cite from MILDEP

ITO Issued (S: )

Tickets Issued

Pre-Departure Brief

**IMSO:** (S: )

Notification sent

Confirmation received

**NOTES:**

- **Nomination 90 days out**
- **ECL 70 days out**
- **Information sheet 60 days out**
- **Copy of passport 60 days out**
- **RSO/HRO submitted 60 days out**
- **Medical Certificate 30 days out**
- **Medical Insurance 30 days out**
- **RSO/HRO response 30 days out**
- **Visa applications 30 days out**
- **ITO 14 days out**
- **IMSO Notification 14 days out**

### ODC NIGERIA STUDENT PROCESSING CHECKLIST

WCN: \_\_\_\_\_ NAME: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

EARLIEST REPORT DATE: \_\_\_\_\_

TIMELINE	STEP	PROCESS	COMPLETE
100 Days	1	HAS MOD NOMINATED A CANDIDATE? a. If yes, go to step 2 b. If no, contact MOD every week until 65 day mark, then cancel course.	
	2	MAKE STUDENT FILE.	
65 Days	3	CANCELLATION DATE (MILDEP cancellation date + 5 days).	
60 Days	4	COURSE CANCELLED DUE TO LACK OF PARTICIPATION.	
60 Days	5	STUDENT PROCESSING <b>MUST</b> OCCUR:	
		a. DOES STUDENT HAVE LETTER TO ATTEND COURSE? (If yes, process--if no, do not process).	
		b. DS 156	
		c. DS 157 ( <b>ONLY FOR MALES BETWEEN THE AGE OF 16-45</b> )	
		d. DUTCH TRANSIT VISA APPLICATION (NAIRA 1300)	
		e. MEDICAL CERTIFICATE	
		f. BLOOD TEST (HIV RESULTS)	
		g. IMMUNIZATION RECORD(s)	
		h. SF 88 AND SF 93 FOR STUDENTS GOING TO FT. BENNING ( <b>only</b> )	
		i. PASSPORT	
		j. 5 PASSPORT PHOTOS (EACH)	
		k. COPIES OF COURSE INFORMATION PROVIDED TO STUDENT	
	6	PASSPORT TO CONSULAR OFFICE FOR U.S. VISA PROCESSING?	
	7	TRAVEL REQUEST SENT TO GSO TRAVEL FOR RESERVATION?	
	8	ITO PREPARED? ( <i>Do not print</i> )	
45 Days	9	HAS ITO AUTHORIZATION and FUND CITE BEEN RECEIVED FROM MILDEP?	
		a. If yes, go to step 10.	
		b. If no, contact MILDEP.	
	10	MEMO SENT TO RSO FOR BACKGROUND CHECK & SECURITY SCREENING? (no response expected unless derogatory information is discovered)	
	11	ACCEPTANCE MESSAGE SENT TO MILDEP AND SCHOOL? (fax all info to school IMSO and MILDEP)	
	12	STUDENT INFO SENT TO SCHOOL IMSO & MILDEP?	
30 Days	13	HAVE TRAVEL ARRANGEMENTS BEEN MADE?	
	14	HOW LONG IS STUDENT IN TRAINING? (1) Training <22 weeks: 2 pieces of baggage (2) Training >22 weeks, <40 weeks: 3 pieces, do GBAT + 1 (3) Training >40 weeks: 4 pieces, do GBAT + 2 <b>NOTE:</b> Check training guide to be sure	
15 Days	15	ARE TICKETS READY? a. If yes, pick them up. b. If no, contact GSO travel section.	
15 Days	16	SEND ARRIVAL INFORMATION TO SCHOOL AND MILDEP (usually DLIELC). Cut ITO. Send ITO and Airline information to SCHOOL IMSO and MILDEP.	
7 Days	17	CONDUCT PREDEPARTURE BRIEFING. Give IMS original signed ITO plus 4 copies, passport(s) and tickets.	
0 Days	18	Place student folder in files.	



**OFFICE OF DEFENSE COOPERATION SKOPJE  
EMBASSY OF THE UNITED STATES OF AMERICA  
BULEVAR ILINDEN BB  
1000 SKOPJE MK**

ODC SKOPJE MK

01 November 1999

**MEMORANDUM FOR RECORD**

**SUBJECT: ODC Skopje Security Screening Process Checklist**

1. Based on the specific guidance and directions for screening potential students under International Affairs funded training programs; IMET, and FMS, listed in the DOD 5105.38.M Security Assistance Management Manual, section 100007, and additional requirements directed in SECSTATE Message 192156Z Nov 97, SECDEF Message 231614Z Mar 98, and USCINCEUR Message 250949Z Jan 99, the ODC Skopje has developed a checklist that encompasses the required screening procedures. This itemized checklist will be used for each potential IMET or FMS student and will be integrated in the ODC Skopje students' processing checklist. The same will be also included with other documents related to country nominees and maintained for ten years. The ODC Skopje shall make adjustments to accommodate specific regional guidance, as it appears.

**2. ODC Skopje Screening Procedures Checklist:**

- a) Request a formal notification of security background investigation from the host country authorities, that the nominated candidate(s) have no records of participation in any of the following derogatory activities:
  - Criminal conduct
  - Human rights abuses
  - Corruption
- b) Request a formal notification of security background investigation from the Regional Security Office at the US Embassy Skopje, that the candidate(s) nominated for the US sponsored training have no records in any of the following derogatory activities:
  - Criminal conduct
  - Human rights abuses
  - Corruption
  - Other activity inconsistent with US policy goals
- c) Request a written certification of security clearances from the host country authorities that meets the required level of security clearance (Unclassified or Secret) for certain courses.
- d) All of these written notification must be obtained and stored within the students' files and other related files before generating the Invitational Travel Letter for each student. After receiving the written statements from the Macedonian Government and the Regional Security Office, the student's ITO will be properly annotated to include the dates of the certificates.

3. POC for this action is Mrs. Sonja Pendaroska, IMET Coordinator.

## **IMET & COUNTERTERRORISM FELLOWSHIP (CTF) LIVING ALLOWANCES**

The table shown below was extracted from the SAMM and shows the actual amount of living allowance authorized to be paid to IMET sponsored students from IMET and Counterterrorism Fellowship (CTF) programs.

**Table C10.T3. Daily Supplemental Living Allowances for International Military Students Under Security Cooperation Programs**

	<b>Govt or Contracted Govt Quarters</b>	<b>Mess</b>	<b>Dependents Encouraged</b>	<b>Dependents Accompany Student</b>	<b>Living Allowance Rate</b>	<b>Remarks</b>
1	Yes	No	No		Actual cost of lodging + Joint Federal Travel Regulation (JFTR) local meal rate + \$11 special International Military Student incidentals Not-to-Exceed (NTE) maximum lodging authorized in JFTR	
2	No	No	No		Actual cost of lodging + JFTR local meal rate + \$11 special International Military Student incidentals NTE maximum lodging authorized in JFTR.	A statement of non-availability or equivalent must be issued to the International Military Student and filed with voucher. International Military Student must show proof of rental agreement or lodging receipt.
3	Yes	Yes	No		Actual cost of lodging + JFTR Government meal rate + \$11 special International Military Student incidentals	
4	Yes	One or two meals are available	No		Actual cost of lodging + JFTR proportional meal rate + \$11 special International Military Student incidentals	
5	Yes and free of charge	Yes and free of charge	No		\$11 special International Military Student incidentals	
6	Yes and free of charge	Available aboard ship	No		Government meal rate + \$11 special International Military Student incidentals	
7	Yes but International Military Student chooses to live off base/post				\$0	
8	No		Yes	Yes	Actual cost of lodging + JFTR local meal rate + \$11 special International Military Student incidentals NTE maximum lodging authorized in JFTR	Availability of quarters is based upon the availability of Government family housing.

	Govt or Contracted Govt Quarters	Mess	Dependents Encouraged	Dependents Accompany Student	Living Allowance Rate	Remarks
						International Military Student must show proof of rental agreement and certify that dependents reside with International Military Student for at least 75% of the course duration.
9	Yes	No	Yes		Actual cost of lodging + JFTR local meal rate + \$11 special International Military Student incidentals; NTE maximum lodging authorized in JFTR.	
10	Yes	Yes	Yes	Yes	Actual cost of lodging + JFTR local meal rate + \$11 special International Military Student incidentals	Availability of quarters is based upon the availability of Government family housing.
11	Yes	One or two meals are available	Yes	Yes	Actual cost of lodging + JFTR local meal rate + \$11 special International Military Student incidentals	Availability of quarters is based upon the availability of Government family housing.
12	Bachelor Govt or Contracted Quarters are available but student chooses to reside off base/post		No	Yes	\$0	
13	N/A	N/A			Actual cost of lodging + meals in accordance with JFTR + applicable OCONUS incidentals; NTE maximum lodging authorized in JFTR.	When a student from one country is attending a regional Mobile Education and Training (MET) course in another country.
<b>Additional Information for Table C10.T3</b>						
(1) Quarters available means that USG quarters or contracted Government quarters were either furnished or made available. For International Military Student currently attending training in the U.S. that elected to reside off-base/post under the old 1999 TLA policy, the student is authorized to continue to receive TLA at 1999 TLA policy rates until their current line of training is completed and the student has returned home. However, if the student is scheduled for follow-on training at a different training location, the TLA rates in this table (\$0) apply at the new training location.						
(2) Mess available means three meals per day are available in a USG mess, whether or not actually consumed.						

Additional Information for Table C10.T3	
(3)	When TLA is authorized, the travel allowance rate includes the day of departure from home country to the day of arrival at, and day of departure from, each training installation, and the day of arrival at home country. TLA rates while the International Military Student is on travel status including unscheduled delays, are based on rates equal to those in the JFTR for U.S. personnel. In most cases, the student does not receive their first TLA payment until they have been in CONUS for 2 weeks; therefore, the SAO is encouraged to advance student sufficient funds in U.S. dollars to meet all expenses while the student is enroute to include 2 weeks advance TLA. Any such advances shall be annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements at CONUS training activities.
(4)	When the International Military Student is scheduled to attend training for 5 weeks or less, the SAO is authorized to purchase roundtrip transportation and to pay the student total authorized living allowance entitlements at the time of departure. Government Transportation Request number (GTR #) and amounts paid for transportation and living allowances are annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements.
(5)	If the duration of training at the last training installation is 2 weeks or less, and/or the last training installation has no means of paying the International Military Student, the IMSO at the next-to-last training installation arranges for advance payment of travel and living allowance for that period of time to the day of arrival at the next follow-on training installation or country. Except for periods of leave, the student ITO is endorsed in the Special Conditions Block to identify the period of time for which advanced living and travel allowances were made.
(6)	If it is determined that an International Military Student who has departed the CONUS or overseas training activity was overpaid in CONUS or at the overseas activity, no attempt is made to collect the overpayment from the student. The Implementing Agency determines whether a funding adjustment via the security cooperation training program is necessary.
(7)	The International Military Student is encouraged by the Department of Defense to bring dependents ONLY to the following courses: Air Command and Staff College Air War College Armed Forces Staff College Army War College Air Command and General Staff College at Fort Leavenworth and at the Western Hemisphere Institute for Security Cooperation (WHINSEC) Graduate Programs at Naval Postgraduate School Graduate Programs at the Air Force Institute of Technology The Inter-American Defense College National Defense University Naval Command College Naval Staff College Sergeants Major Academy Squadron Officer School United States Marine Corps (USMC) Command and Staff College USMC Expeditionary Warfare School USMC School of Advanced Warfighting An International Military Student scheduled to attend any of the above courses may also bring dependents to prerequisite courses, follow-on courses, and authorized leave periods. Students are not encouraged to bring dependents to any other courses. The "with dependent" TLA rate is intended/authorized when the dependents reside with student for the majority (75%) of the course duration. The "with dependent" TLA rate is not intended/authorized for students with dependents who come only for periodic visits.
(8)	Accompanied students living off post/base attending courses where dependents are encouraged by the Department of Defense (see note (7) above) may draw a living allowance advance upon arrival in CONUS of an amount not to exceed 10 percent of their total maximum living allowance authorized at a particular location. The student living allowance drawn during the period of training is adjusted to ensure that the amount of the advance is fully recovered before the student completes training at that location.
(9)	When an International Military Student is authorized the "with dependent" TLA rate and is subsequently hospitalized, the "with dependent" TLA rate shall continue to be paid.

Additional Information for Table C10.T3	
(10)	TLA is not authorized for leave periods before or following completion/termination of training. Leave with living allowance may be granted during periods of class breaks, authorized holidays, and between consecutive courses.
(11)	Guest instructors assigned to WHINSEC, IAAFA or NAVSCIATTS are paid a living allowance based upon the installation's Government quarters or Government contracted quarters rates by grade and a standard subsistence allowance regardless of rank. Guest instructors' allowances are paid out of the military Service's Operations and Maintenance account, not security assistance training programs.

## **STUDENT AND FAMILY MEMBER MEDICAL POLICY**

R 211831Z NOV 02  
FM SECDEF WASHINGTON DC//USDP-DSCA//  
TO AIG 8797  
UNCLAS

SUBJECT: MEDICAL POLICY FOR INTERNATIONAL TRAINING PROGRAM UPDATE MESSAGE - IMET  
AND FMS TRAINING. (DSCA POLICY MEMO 02-42)

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE COMPREHENSIVE MEDICAL POLICY INFORMATION, INCLUDING CURRENT POLICY, RECENT CHANGES AND FUTURE INITIATIVES.

2. A LIST OF ACRONYMS USED IN THIS MESSAGE FOLLOWS:

AFIT - AIR FORCE INSTITUTE OF TECHNOLOGY  
CONUS - CONTINENTAL UNITED STATES  
DOD - DEPARTMENT OF DEFENSE  
FMS - FOREIGN MILITARY SALES (FMS)  
FY - FISCAL YEAR  
IMET - INTERNATIONAL MILITARY EDUCATION AND TRAINING (PROGRAM)  
IMS - INTERNATIONAL MILITARY STUDENT (MEANING STUDENT ATTENDING TRAINING UNDER THE IMET OR FMS TRAINING PROGRAM)  
ITO - INVITATIONAL TRAVEL ORDERS  
MILDEPS - MILITARY DEPARTMENT INTERNATIONAL PROGRAM OFFICES  
MTF - MEDICAL TREATMENT FACILITY  
NATO - NORTH ATLANTIC TREATY ORGANIZATION  
NPS - NAVY POSTGRADUATE SCHOOL  
OSD/HA - OFFICE OF SECRETARY OF DEFENSE FOR HEALTH AFFAIRS  
PFP - PARTNERSHIP FOR PEACE  
SAO - SECURITY ASSISTANCE ORGANIZATION OR SECURITY ASSISTANCE OFFICER  
STATE/PM - DEPARTMENT OF STATE/POLITICAL-MILITARY BUREAU  
SOFA - STATUS OF FORCES AGREEMENT  
TPMR - TRAINING PROGRAM MANAGEMENT REVIEW  
USG - UNITED STATES GOVERNMENT  
USMC - UNITED STATES MARINE CORPS  
WHINSEC - WESTERN HEMISPHERE INSTITUTE OF SECURITY COOPERATION

3. CURRENT POLICY:

A. PREDEPARTURE MEDICAL EXAMINATIONS FOR IMS AND AUTHORIZED ACCOMPANYING FAMILY MEMBERS (PRIOR TO ISSURANCE OF ITO) (PARAGRAPH 10-46A, JSAT AND CHAPTER 2 SECURITY ASSISTANCE HEALTH AFFAIRS HANDBOOK).

(1) FOR IMS:

- COMPLETE PHYSICAL EXAMINATION TO INCLUDE CHEST X-RAY AND SEROLOGICAL TEST FOR HIV\
- MEDICAL CERTIFICATION (SIGNED BY COMPETENT MEDICAL AUTHORITY (PHYSICIAN) THAT THE NAMED

INDIVIDUAL IS:

- FREE OF COMMUNICABLE DISEASES
- COMPLIED WITH REQUIRED IMMUNIZATIONS (CHAPTER 2 SECURITY ASSISTANCE HEALTH AFFAIRS HANDBOOK)
- COMPLETE DENTAL EXAMINATION INCLUDING DENTAL CERTIFICATION (SIGNED BY COMPETENT DENTAL

AUTHORITY (DENTIST)) THAT NO CARE IS REQUIRED FOR:

- CARIES
- INFECTION
- ORAL DISEASE

(2) FOR EACH AUTHORIZED FAMILY MEMBER:

- COMPLETE PHYSICAL EXAMINATION TO INCLUDE CHEST X-RAY AND SEROLOGICAL TEST FOR HIV
- MEDICAL CERTIFICATION (SIGNED BY COMPETENT MEDICAL AUTHORITY (PHYSICIAN) THAT THE NAMED

INDIVIDUAL IS:

- FREE OF COMMUNICABLE DISEASES
- COMPLIED WITH REQUIRED IMMUNIZATIONS (CHAPTER 2 SECURITY ASSISTANCE HEALTH AFFAIRS HANDBOOK)

NOTE: IF THE AUTHORIZED FAMILY MEMBER IS UNDER AGE 15, THE FOLLOWING TESTS ARE NOT REQUIRED:

- SEROLOGICAL TEST FOR HIV
- CHEST X-RAY

B. MEDICAL FINANCIAL RESPONSIBILITY REQUIREMENT ON THE ITO FOR IMS AND AUTHORIZED FAMILY MEMBERS.

(1) FOR IMS:

- SAO WILL CHECK THE APPROPRIATE BLOCK ON THE ITO TO INDICATE HOW MEDICAL CHARGES WILL BE PAID. FOR FMS STUDENTS, INDICATE WHETHER FMS CASE, IMS OR FOREIGN COUNTRY WILL PAY.

(2) FOR AUTHORIZED ACCOMPANYING FAMILY MEMBERS:

- SAO WILL CHECK THE APPROPRIATE BLOCK ON THE ITO TO INDICATE HOW MEDICAL CHARGES WILL BE PAID. INDICATE WHETHER IMS OR FOREIGN COUNTRY WILL PAY. "IF" FAMILY MEMBER MEDICAL CHARGES ARE NOT COVERED BY A FMS CASE OR BY THEIR HOME GOVERNMENT, SAO MUST INCLUDE STATEMENT TO THE EFFECT IN THE REMARKS SECTION OF THE SPONSOR'S ITO. IT IS ABSOLUTELY IMPERATIVE THAT FINANCIAL RESPONSIBILITY FOR MEDICAL CHARGES INCURRED FOR AUTHORIZED FAMILY MEMBERS IS CLEARLY AND CORRECTLY SHOWN ON THE SPONSOR'S ITO.

4. NEW POLICY:

A. PROOF OF COVERAGE FOR COST OF HEALTH CARE FOR IMS AND AUTHORIZED FAMILY MEMBERS. HEALTH CARE IN THE UNITED STATES IS COSTLY. THE USE OF CIVILIAN HEALTH CARE PROVIDERS/TREATMENT FACILITIES MORE OFTEN THAN NOT REQUIRE THE PATIENT TO SHOW HOW THE BILLS TO BE INCURRED WILL BE PAID. YEARS OF EXPERIENCE IN THE INTERNATIONAL TRAINING BUSINESS MAKES A CONVINCING ARGUMENT TO ENSURE THAT BOTH THE IMS AND AUTHORIZED ACCOMPANYING FAMILY MEMBERS ARE COVERED FOR HEALTH CARE EXPENSES INCURRED DURING THE TIME THEY ARE IN THE UNITED STATES. HEALTH CARE EXPENSES OF THE CATASTROPHIC VARIETY CAN BE DEVASTATING. THUS THE RATIONALE THAT NECESSITATES THIS NEW POLICY REQUIREMENT PROMULGATED BY DSCA.

B. WHAT IS THE MINIMUM REQUIRED "QUALIFYING" MEDICAL INSURANCE COVERAGE?

(1) MEDICAL BENEFITS OF AT LEAST \$50,000 PER ACCIDENT OR ILLNESS (SICKNESS).

(2) A DEDUCTIBLE NOT TO EXCEED \$500 PER ACCIDENT OR ILLNESS.

(3) REPATRIATION OF REMAINS IN THE AMOUNT OF \$7,500, SHOULD A DEATH OCCUR IN THE U.S. NOTE: THIS WOULD PROVIDE FOR THE PREPARATION AND TRANSPORTATION OF REMAINS TO HOME COUNTRY.

(4) MEDICAL EVACUATION IN THE AMOUNT OF \$10,000 IN THE EVENT INSUREE MUST BE RETURNED TO HIS/HER HOME COUNTRY DUE TO A SERIOUS MEDICAL CONDITION.

(5) INSURANCE MUST PAY BENEFITS TO A DEPARTMENT OF DEFENSE MEDICAL FACILITY IF APPROPRIATE.

NOTE: MEDICAL INSURANCE CAN BE PURCHASED ON LINE. INFORMATION ON MEDICAL INSURANCE CAN BE FOUND AT [HTTP://DISAM.OSD.MIL/INTL\\_TRAINING/INTL\\_TNG\\_MGT\\_FUNCTIONAL-HEALTH\\_AFFAIRS](http://DISAM.OSD.MIL/INTL_TRAINING/INTL_TNG_MGT_FUNCTIONAL-HEALTH_AFFAIRS).

C. HEALTH COVERAGE REQUIREMENTS OUTLINED

(1) FOR IMS: EACH FMS IMS REPORTING TO CONUS TRAINING IS REQUIRED TO HAVE HEALTH CARE COVERAGE FOR HEALTH CARE CHARGES INCURRED CLEARLY AND CORRECTLY SHOWN ON THE ITO. ONE OF THE FOLLOWING STATEMENTS WILL APPEAR IN THE REMARKS SECTION.

- "THE IMS WILL BE REIMBURSED BY HIS HOME COUNTRY FOR HEALTH CARE CHARGES INCURRED. IMS IS REQUIRED TO FIRST PAY THE CHARGES AND OBTAIN REIMBURSEMENT FROM HIS COUNTRY."

- "MEDICAL BILLS SHOULD BE SENT TO THE FOLLOWING ADDRESS FOR PAYMENT."

- "IMS HAS ACQUIRED QUALIFYING MEDICAL INSURANCE COVERING THE ENTIRE PERIOD HE/SHE WILL BE PRESENT IN THE U.S. DURING THE SCHEDULED TRAINING." NOTE: THERE ARE SOME SPONSOR COUNTRIES THAT COME UNDER DIFFERENT MEDICAL COVERAGE. FOLLOWING IS A SHORT SUMMARIZATION OF COVERAGE BY INTERNATIONAL AGREEMENTS. IF A SAO IS NOT SURE HOW THE PAYMENT OF MEDICAL BILLS SHOULD BE ANNOTATED ON ITOS THEY PREPARE, THEY MUST CONTACT SONJA RUMSEY BY E-MAIL AT [SRUMSEY@WORLD-NET](mailto:SRUMSEY@WORLD-NET) FOR CLARIFICATION PRIOR TO PREPARING THE ITO.

(A) FOR AN IMS FROM A COUNTRY WITH A NATO/PPP SOFA:

- HEALTH CARE AT A DOD MEDICAL TREATMENT FACILITY IS AS FOLLOWS:

- FREE OUTPATIENT CARE (MEDICAL AND DENTAL)

- INPATIENT CARE ON A REIMBURSABLE BASIS

- HEALTH CARE AT A CIVILIAN MTF IS AS FOLLOWS:

- FREE OUTPATIENT CARE (MEDICAL AND DENTAL) (REFERRING FACILITY PAYS)

- OUTPATIENT CARE ON A REIMBURSABLE BASIS WHEN NO DOD MTF IS AVAILABLE

- INPATIENT CARE ON A REIMBURSABLE BASIS

- POLICY REQUIREMENT: WHEN IMS HAS FINANCIAL RESPONSIBILITY FOR PAYMENT OF HEALTH CARE COST, IN MOST CASES PROOF OF INSURANCE FOR INPATIENT CARE ONLY WILL BE REQUIRED.

(B) FOR IMS FROM COUNTRIES WITH A RECIPROCAL HEALTH CARE AGREEMENT. THE SPECIFICS WILL VARY FROM AGREEMENT TO AGREEMENT; HOWEVER, THESE AGREEMENTS DO "NOT" COVER CIVILIAN IMS, PARAMILITARY AND IN SOME INSTANCES IMET/FMS IMS.

- POLICY REQUIREMENT: FMS IMS MUST SHOW PROOF OF INSURANCE FOR CIVILIAN HEALTH CARE.

(2) FOR AUTHORIZED ACCOMPANYING FAMILY MEMBERS: EFFECTIVE WITH CY 2003, EACH AUTHORIZED FAMILY MEMBER OF AN IMS ATTENDING CONUS TRAINING IS REQUIRED TO HAVE COVERAGE FOR HEALTH CARE CHARGES INCURRED CLEARLY AND CORRECTLY STATED ON THE ITO. THIS REQUIREMENT APPLIES TO IMS SPONSORS WHO BRING FAMILY MEMBERS WITH THEM FOR PART OR ALL OF CONUS TRAINING. WHEN AN IMS IS RESPONSIBLE FOR HEALTH CARE COST FOR AUTHORIZED FAMILY MEMBERS PROOF OF MEDICAL INSURANCE MUST BE DEMONSTRATED TO THE IN COUNTRY ITO ISSUING AUTHORITY PRIOR TO FAMILY MEMBERS BEING "AUTHORIZED" AND ADDED TO THE SPONSOR'S ITO.

(A) FAMILY MEMBERS ARE ENCOURAGED TO ACCOMPANY THE IMS ATTENDING THE FOLLOWING COURSES:

- NATIONAL DEFENSE UNIVERSITY

- ARMY WAR COLLEGE

- COMMAND AND STAFF COLLEGE (ARMY)

- SGT MAJOR ACADEMY (ARMY)

- COMMAND AND STAFF COLLEGE (WHINSEC)(ARMY)

- COMMAND COLLEGE (NAVY)

- STAFF COLLEGE (NAVY)

- COMMAND AND STAFF COLLEGE (USMC)

- AMPHIBIOUS WARFARE SCHOOL (USMC)

- JOINT SERVICES STAFF COLLEGE (FORMERLY ENTITLED ARMED FORCES STAFF COLLEGE)

- AIR WAR COLLEGE (AIR FORCE)

- COMMAND AND STAFF COLLEGE (AIR FORCE)

- SQUADRON OFFICER SCHOOL (AIR FORCE)

- NAVAL POSTGRADUATE SCHOOL (NPS - NAVY)

- GRADUATE PROGRAMS AT AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT)

(B) FAMILY MEMBERS ARE DISCOURAGED FROM ACCOMPANYING THE IMS AT MOST OTHER COURSES. HOWEVER, IF FAMILY MEMBERS DO ACCOMPANY THE IMS AND THE IMS IS FINANCIALLY RESPONSIBLE FOR THE HEALTH CARE OF THE ACCOMPANYING FAMILY MEMBERS, THE IMS MUST HAVE PROOF OF HEALTH INSURANCE.

(C) WHEN ACCOMPANYING FAMILY MEMBERS ARE AUTHORIZED, THE IMS'S ITO WILL INCLUDE ONE OF THE FOLLOWING MANDATORY STATEMENTS (AS APPLICABLE) IN THE REMARKS SECTION.

- "THE IMS HAS BEEN FULLY BRIEFED ON THE REQUIREMENT TO SHOW PROOF OF MEDICAL INSURANCE FOR AUTHORIZED FAMILY MEMBERS UPON ARRIVAL AT THE FIRST CONUS TRAINING LOCATION."

- AT THE TIME THE IMS'S ITO WAS ANNOTATED TO AUTHORIZE ACCOMPANYING FAMILY MEMBERS, SAID IMS PROVIDED PROOF OF QUALIFYING MEDICAL INSURANCE TO THE SAO TRAINING OFFICE."

- "THE IMS HAS BEEN MADE FULLY AWARE THAT A "LACK" OF MEDICAL INSURANCE COVERAGE FOR ACCOMPANYING FAMILY MEMBERS, REVEALED AT ANY TIME DURING CONUS TRAINING COULD RESULT IN THE IMS'S REM! OVAL FROM SCHEDULED CONUS TRAINING AND RETURN TO COUNTRY." OTHER POSSIBLE STATEMENTS (AS APPLICABLE):

- "THE STUDENT WILL BE REIMBURSED BY HIS HOME COUNTRY FOR MEDICAL CHARGES INCURRED BY HIS FAMILY MEMBERS. STUDENT IS REQUIRED TO FIRST PAY FOR MEDICAL CHARGES INCURRED BY FAMILY MEMBERS."

- "MEDICAL BILLS FOR FAMILY MEMBERS SHOULD BE SENT TO THE FOLLOWING ADDRESS FOR PAYMENT."

D. NOTE: THERE ARE SOME SPONSOR COUNTRIES THAT COME UNDER DIFFERENT MEDICAL COVERAGE. FOLLOWING IS A SHORT SUMMARIZATION OF FAMILY MEMBER COVERAGE. BOTTOM LINE: IF AN SAO IS NOT SURE HOW THE PAYMENT OF MEDICAL BILLS FOR FAMILY MEMBERS SHOULD BE ANNOTATED ON ITOS THEY PREPARE, THEY MUST CONTACT SONJA RUMSEY BY E-MAIL AT SRUMSEY@WORLD-NET FOR CLARIFICATION PRIOR TO PREPARING THE ITO.

(1) FOR IMS FROM A COUNTRY WITH A NATO OR PFP SOFA:

- MEDICAL CARE AT A DOD MEDICAL FACILITY FOR FAMILY MEMBERS IS AS FOLLOWS:

- FOR AUTHORIZED FAMILY MEMBERS

- FREE OUTPATIENT CARE (MEDICAL AND DENTAL EMERGENCIES)

- INPATIENT CARE ON A REIMBURSABLE BASIS

- HEALTH CARE AT A CIVILIAN MTF IS AS FOLLOWS:

- FOR AUTHORIZED FAMILY MEMBERS

- OUTPATIENT CARE - TRICARE STANDARD (OLD CHAMPUS PROGRAM) PATIENT PAYS PATIENT PORTION

- INPATIENT CARE ON A REIMBURSABLE BASIS

- POLICY REQUIREMENTS: WHEN IMS HAS FINANCIAL RESPONSIBILITY FOR PAYMENT OF HEALTH CARE COST FOR ACCOMPANYING FAMILY MEMBERS IN MOST CASES PROOF OF INSURANCE FOR INPATIENT CARE ONLY WILL BE REQUIRED.

(2) FOR IMS FROM A COUNTRY WITH A RECIPROCAL HEALTH CARE AGREEMENT (RHCA)

- THERE ARE CERTAIN COUNTRIES WITH A RECIPROCAL HEALTH CARE AGREEMENT BETWEEN THE U.S. AND THAT COUNTRY. THE SPECIFICS VARY FROM AGREEMENT TO AGREEMENT; HOWEVER, RECIPROCAL AGREEMENTS DO "NOT" PROVIDE FOR MEDICAL CARE FOR CIVILIAN IMS; FOR PARAMILITARY IMS; AND SOME DO NOT COVER FAMILY MEMBERS OF AN IMS.

- POLICY REQUIREMENT:

- WHEN FAMILY MEMBERS ARE COVERED BY THE RHCA: SHOW PROOF OF MEDICAL INSURANCE FOR CIVILIAN HEALTH CARE.

- WHEN FAMILY MEMBERS ARE NOT COVERED BY THE RHCA: SHOW PROOF OF MEDICAL INSURANCE FOR ALL HEALTH CARE.

E. COPIES OF IMMUNIZATION RECORD AND PHYSICAL EXAMINATION, TO INCLUDE COPY OF MEDICAL CERTIFICATION, HIV TEST AND RADIOLOGY REPORT OF CHEST X-RAY MUST ACCOMPANY IMS AND AUTHORIZED ACCOMPANYING FAMILY MEMBERS.

F. REQUIREMENT, EFFECTIVE IMMEDIATELY, TO INCLUDE FOLLOWING STATEMENT IN THE ITO REMARKS SECTION: "MEDICAL EXAMINATION, TO INCLUDE HIV TEST, WAS COMPLETED ON MM/DD/YYYY. PROGRAM REQUIREMENTS HAVE BEEN COMPLIED WITH." NOTE: DSCA WILL WORK TO UPDATE APPLICABLE REGULATIONS TO REFLECT THIS CHANGE.

G. CHEST X-RAY REQUIREMENT: IF AN INDIVIDUAL NEEDS TO TRAVEL TO THE U.S. FOR TRAINING MORE THAN ONCE IN A 12 MONTH PERIOD AND THE CHEST X-RAY PRIOR TO THE INITIAL TRAINING PERIOD IS DOCUMENTED TO HAVE BEEN NEGATIVE FOR ACTIVE DISEASE, A REPEAT CHEST X-RAY(S) IS NOT REQUIRED UNLESS THE INDIVIDUAL HAS SYMPTOMS OR A CLINICAL EXAMINATION WHICH IS SUSPICIOUS FOR A PULMONARY (LUNG) PROBLEM. NOTE: DSCA WILL WORK TO UPDATE APPLICABLE REGULATIONS TO REFLECT THIS CHANGE.

5. FUTURE IMS MEDICAL POLICY INITIATIVES: CURRENTLY IN-WORK.

A. STANDARD DOD APPROVED MEDICAL HISTORY AND PHYSICAL EXAMINATION FORMS. DSCA WILL CONDUCT TEST, IN SELECTED COUNTRIES, THE USE OF DD FORM 2807 MEDICAL HISTORY AND DD FORM 2808 PHYSICAL EXAMINATION. COMPLETED FORMS WILL ACCOMPANY IMS TO THEIR CONUS TRAINING INSTALLATION FOR A ONE YEAR PERIOD AND THEN IMPLEMENT WORLDWIDE IF SUCCESSFUL.

B. FINAL REVIEW, STAFFING AND PROMULGATION OF THE MEDICAL POLICY HANDBOOK FOR THE SECURITY ASSISTANCE COMMUNITY.

6. THIS POLICY MESSAGE WAS COORDINATED WITH STATE/PM, OSD/HA, SERVICE SURGEON GENERAL OFFICES, UNIFIED COMMANDS AND MILDEPS. 7. POCS FOR THIS POLICY MESSAGE ARE BRION MIDLAND/DSCA/P3-P2 (UNCLAS) E-MAIL: BRION.MIDLAND@OSD.PENTAGON.MIL (ALL LOWER CASE) AND SONJA RUMSEY, INTERNATIONAL HEALTH CARE CONSULTANT, DEFENSE INSTITUTE OF MEDICAL OPERATIONS (DIMO), (UNCLAS) E-MAIL: SRUMSEY@WORLD-NET (ALL LOWER CASE).

BT #8100

## **MEDICAL INFORMATION WEB SITES AND REQUIRED EXAMINATION FORMS**

This web site provides additional information on medical requirements and what you must do to ensure students and accompanying family members are medically qualified to travel to the U.S. and attend training:

[http://www.disam.dsca.mil/itm/Functional/Hlth\\_Afrs.htm](http://www.disam.dsca.mil/itm/Functional/Hlth_Afrs.htm)

Copies of the medical history and medical examination forms required of all students and accompanying family members, with instructions, are available at this web site. Required forms are shown starting on the next page.

## DD Form 2808 -- Report of Medical Examination

REPORT OF MEDICAL EXAMINATION		1. DATE OF EXAMINATION (YYYYMMDD)		2. SOCIAL SECURITY NUMBER		
<b>PRIVACY ACT STATEMENT</b> AUTHORITY: 10 USC 504, 505, 507, 532, 978, 1201, 1202, and 4346; and E.O. 9397. PRINCIPAL PURPOSE(S): To obtain medical data for determination of medical fitness for enlistment, induction, appointment and retention for applicants and members of the Armed Forces. The information will also be used for medical boards and separation of Service members from the Armed Forces. ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, failure by an applicant to provide the information may result in delay or possible rejection of the individual's application to enter the Armed Forces. For an Armed Forces member, failure to provide the information may result in the individual being placed in a non-deployable status.						
3. LAST NAME - FIRST NAME - MIDDLE NAME (SUFFIX)		4. HOME ADDRESS (Street, Apartment Number, City, State and ZIP Code)			5. HOME TELEPHONE NUMBER (Include Area Code)	
6. GRADE	7. DATE OF BIRTH (YYYYMMDD)	8. AGE	9. SEX <input type="checkbox"/> Female <input type="checkbox"/> Male	10. RACE <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> White		
11. TOTAL YEARS GOVERNMENT SERVICE a. MILITARY      b. CIVILIAN		12. AGENCY (Non-Service Members Only)		13. ORGANIZATION UNIT AND UIC/CODE		
14.a. RATING OR SPECIALTY (Aviators Only)		b. TOTAL FLYING TIME		c. LAST SIX MONTHS		
15.a. SERVICE <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps <input type="checkbox"/> Air Force		b. COMPONENT <input type="checkbox"/> Active Duty <input type="checkbox"/> Reserve <input type="checkbox"/> National Guard		c. PURPOSE OF EXAMINATION <input type="checkbox"/> Enlistment <input type="checkbox"/> Medical Board <input type="checkbox"/> Other <input type="checkbox"/> Commission <input type="checkbox"/> Retirement <input type="checkbox"/> Retention <input type="checkbox"/> U.S. Service Academy <input type="checkbox"/> Separation <input type="checkbox"/> ROTC Scholarship Program		
16. NAME OF EXAMINING LOCATION, AND ADDRESS (Include ZIP Code)						
<b>CLINICAL EVALUATION</b> (Check each item in appropriate column. Enter "NE" if not evaluated.)						
		Nor- mal	Ab- norm	NE	44. NOTES: (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)	
17. Head, face, neck, and scalp						
18. Nose						
19. Sinuses						
20. Mouth and throat						
21. Ears - General (Int. and ext. canals/Auditory acuity under item 71)						
22. Drums (Perforation)						
23. Eyes - General (Visual acuity and refraction under items 61 - 63)						
24. Ophthalmoscopic						
25. Pupils (Equality and reaction)						
26. Ocular motility (Associated parallel movements, nystagmus)						
27. Heart (Thrust, size, rhythm, sounds)						
28. Lungs and chest (Include breasts)						
29. Vascular system (Varicosities, etc.)						
30. Anus and rectum (Hemorrhoids, Fistulae) (Prostate if indicated)						
31. Abdomen and viscera (Include hernia)						
32. External genitalia (Genitourinary)						
33. Upper extremities						
34. Lower extremities (Except feet)						
35. Feet (See item 36 Continued)						
36. Spine, other musculoskeletal						
37. Identifying body marks, scars, tattoos						
38. Skin, lymphatics						
39. Neurologic						
40. Psychiatric (Specify any personality deviation)						
41. Pelvic (Females only)						
42. Endocrine						
43. DENTAL DEFECTS AND DISEASE (Please explain. Use dental form if completed by dentist. If dental examination not done by dental officer, explain in item 44.) <input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable Class _____		35. FEET (Continued) (Circle category)  Normal Arch      Mild      Asymptomatic Pes Cavus      Moderate Pes Planus      Severe      Symptomatic				

DD FORM 2808, JUL 2001

 DoD exception to SF 88 approved by ICMR, August 3, 2000.  
 PREVIOUS EDITION MAY BE USED UNTIL FEBRUARY 1, 2002.

Reset

Page 1 of 3 Pages

LAST NAME - FIRST NAME - MIDDLE NAME (SUFFIX)										SOCIAL SECURITY NUMBER											
LABORATORY FINDINGS																					
45. URINALYSIS				a. Albumin				46. URINE HCG				47. H/H				48. BLOOD TYPE					
				b. Sugar																	
TESTS				RESULTS				HIV SPECIMEN ID LABEL				DRUG TEST SPECIMEN ID LABEL									
49. HIV																					
50. DRUGS																					
51. ALCOHOL																					
52. OTHER																					
a. PAP SMEAR																					
b.																					
c.																					
MEASUREMENTS AND OTHER FINDINGS																					
53. HEIGHT		54. WEIGHT lbs.		55. MIN WGT - MAX WGT				MAX BF %				56. TEMPERATURE				57. PULSE					
58. BLOOD PRESSURE								59. RED/GREEN (Army Only)				60. OTHER VISION TEST									
a. 1ST		b. 2ND		c. 3RD																	
SYS.		SYS.		SYS.																	
DIAS.		DIAS.		DIAS.																	
61. DISTANT VISION								62. REFRACTION BY AUTOREFRACTION OR MANIFEST				63. NEAR VISION									
Right 20/		Corr. to 20/		By		S.		CX		Right 20/		Corr. to 20/		by							
Left 20/		Corr. to 20/		By		S.		CX		Left 20/		Corr. to 20/		by							
64. HETEROPHORIA (Specify distance)																					
ES °		EX °		R.H.		L.H.		Prism div.		Prism Conv CT		NPR		PD							
65. ACCOMMODATION								66. COLOR VISION (Test used and result)				67. DEPTH PERCEPTION (Test used and score) AFVT									
Right		Left		PIP		/14				Uncorrected		Corrected									
68. FIELD OF VISION								69. NIGHT VISION (Test used and score)				70. INTRAOCULAR TENSION									
												O.D.		O.S.							
71a. AUDIOMETER		Unit Serial Number						71b. Unit Serial Number						72a. READING ALOUD TEST							
		Date Calibrated (YYYYMMDD)						Date Calibrated (YYYYMMDD)													
HZ	500	1000	2000	3000	4000	6000	HZ	500	1000	2000	3000	4000	6000	SAT	UNSAT						
Right							Right														
Left							Left							SAT	UNSAT						
73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY (Use additional sheets if necessary.)																					



# DD Form 2807-1 -- Report of Medical History

REPORT OF MEDICAL HISTORY		Form Approved OMB No. 0704-0413 Expires Aug 31, 2003																																																																																																																																																												
(This information is for official and medically confidential use only and will not be released to unauthorized persons.)																																																																																																																																																														
The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0413), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.																																																																																																																																																														
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM AS INDICATED ON PAGE 2.																																																																																																																																																														
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Mark each item "YES" or "NO". Every item marked "YES" must be fully explained in Item 29 on Page 2.																																																																																																																																																														
<b>HAVE YOU EVER HAD OR DO YOU NOW HAVE:</b> <table style="width: 100%; font-size: x-small;"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr><td>10.a. Tuberculosis</td><td><input type="radio"/></td><td><input type="radio"/></td></tr> <tr><td>b. Lived with someone who had tuberculosis</td><td><input type="radio"/></td><td><input type="radio"/></td></tr> <tr><td>c. Coughed up blood</td><td><input type="radio"/></td><td><input type="radio"/></td></tr> <tr><td>d. Asthma or any breathing problems related to exercise, weather, pollen, etc.</td><td><input type="radio"/></td><td><input type="radio"/></td></tr> <tr><td>e. Shortness of breath</td><td><input type="radio"/></td><td><input type="radio"/></td></tr> <tr><td>f. Bronchitis</td><td><input type="radio"/></td><td><input type="radio"/></td></tr> <tr><td>g. Wheezing or problems with wheezing</td><td><input type="radio"/></td><td><input type="radio"/></td></tr> <tr><td>h. 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10.a. Tuberculosis	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
b. Lived with someone who had tuberculosis	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
c. Coughed up blood	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
d. Asthma or any breathing problems related to exercise, weather, pollen, etc.	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
e. Shortness of breath	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
f. Bronchitis	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
g. Wheezing or problems with wheezing	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
h. Been prescribed or used an inhaler	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
i. A chronic cough or cough at night	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
j. Sinusitis	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
k. Hay fever	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
l. Chronic or frequent colds	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
11.a. Severe tooth or gum trouble	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
b. Thyroid trouble or goiter	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
c. Eye disorder or trouble	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
d. Ear, nose, or throat trouble	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
e. Loss of vision in either eye	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
f. Worn contact lenses or glasses	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
g. A hearing loss or wear a hearing aid	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
h. Surgery to correct vision (RK, PRK, LASIK, etc.)	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
12.a. Painful shoulder, elbow or wrist (e.g. pain, dislocation, etc.)	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
b. Arthritis, rheumatism, or bursitis	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
c. Recurrent back pain or any back problem	<input type="radio"/>	<input type="radio"/>																																																																																																																																																												
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DD FORM 2807-1, JUL 2001

DoD exception to SF 93 approved by ICNR, August 3, 2000.  
PREVIOUS EDITION MAY BE USED UNTIL FEBRUARY 1, 2002.

Page 1 of 3 Pages

Reset

LAST NAME, FIRST NAME, MIDDLE NAME (SUFFIX)		SOCIAL SECURITY NUMBER	
<b>Mark each item "YES" or "NO". Every item marked "YES" must be fully explained in Item 29 below.</b>			
<b>HAVE YOU EVER HAD OR DO YOU NOW HAVE:</b>		<b>YES NO</b>	
<b>15.a.</b> Dizziness or fainting spells		<input type="radio"/> YES <input type="radio"/> NO	
<b>b.</b> Frequent or severe headache		<input type="radio"/> YES <input type="radio"/> NO	
<b>c.</b> A head injury, memory loss or amnesia		<input type="radio"/> YES <input type="radio"/> NO	
<b>d.</b> Paralysis		<input type="radio"/> YES <input type="radio"/> NO	
<b>e.</b> Seizures, convulsions, epilepsy or fits		<input type="radio"/> YES <input type="radio"/> NO	
<b>f.</b> Car, train, sea, or air sickness		<input type="radio"/> YES <input type="radio"/> NO	
<b>g.</b> A period of unconsciousness or concussion		<input type="radio"/> YES <input type="radio"/> NO	
<b>h.</b> Meningitis, encephalitis, or other neurological problems		<input type="radio"/> YES <input type="radio"/> NO	
<b>16.a.</b> Rheumatic fever		<input type="radio"/> YES <input type="radio"/> NO	
<b>b.</b> Prolonged bleeding (as after an injury or tooth extraction, etc.)		<input type="radio"/> YES <input type="radio"/> NO	
<b>c.</b> Pain or pressure in the chest		<input type="radio"/> YES <input type="radio"/> NO	
<b>d.</b> Palpitation, pounding heart or abnormal heartbeat		<input type="radio"/> YES <input type="radio"/> NO	
<b>e.</b> Heart trouble or murmur		<input type="radio"/> YES <input type="radio"/> NO	
<b>f.</b> High or low blood pressure		<input type="radio"/> YES <input type="radio"/> NO	
<b>17.a.</b> Nervous trouble of any sort (anxiety or panic attacks)		<input type="radio"/> YES <input type="radio"/> NO	
<b>b.</b> Habitual stammering or stuttering		<input type="radio"/> YES <input type="radio"/> NO	
<b>c.</b> Loss of memory or amnesia, or neurological symptoms		<input type="radio"/> YES <input type="radio"/> NO	
<b>d.</b> Frequent trouble sleeping		<input type="radio"/> YES <input type="radio"/> NO	
<b>e.</b> Received counseling of any type		<input type="radio"/> YES <input type="radio"/> NO	
<b>f.</b> Depression or excessive worry		<input type="radio"/> YES <input type="radio"/> NO	
<b>g.</b> Been evaluated or treated for a mental condition		<input type="radio"/> YES <input type="radio"/> NO	
<b>h.</b> Attempted suicide		<input type="radio"/> YES <input type="radio"/> NO	
<b>i.</b> Used illegal drugs or abused prescription drugs		<input type="radio"/> YES <input type="radio"/> NO	
<b>18. FEMALES ONLY. Have you ever had or do you now have:</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>a.</b> Treatment for a gynecological (female) disorder		<input type="radio"/> YES <input type="radio"/> NO	
<b>b.</b> A change of menstrual pattern		<input type="radio"/> YES <input type="radio"/> NO	
<b>c.</b> Any abnormal PAP smears		<input type="radio"/> YES <input type="radio"/> NO	
<b>d.</b> First day of last menstrual period (YYYYMMDD)		<input type="radio"/> YES <input type="radio"/> NO	
<b>e.</b> Date of last PAP smear (YYYYMMDD)		<input type="radio"/> YES <input type="radio"/> NO	
<b>19. Have you been refused employment or been unable to hold a job or stay in school because of:</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>a.</b> Sensitivity to chemicals, dust, sunlight, etc.		<input type="radio"/> YES <input type="radio"/> NO	
<b>b.</b> Inability to perform certain motions		<input type="radio"/> YES <input type="radio"/> NO	
<b>c.</b> Inability to stand, sit, kneel, lie down, etc.		<input type="radio"/> YES <input type="radio"/> NO	
<b>d.</b> Other medical reasons (If yes, give reasons.)		<input type="radio"/> YES <input type="radio"/> NO	
<b>20. Have you ever been treated in an Emergency Room? (If yes, for what?)</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>21. Have you ever been a patient in any type of hospital? (If yes, specify when, where, why, and name of doctor and complete address of hospital.)</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>22. Have you ever had, or have you been advised to have any operations or surgery? (If yes, describe and give age at which occurred.)</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>23. Have you ever had any illness or injury other than those already noted? (If yes, specify when, where, and give details.)</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>24. Have you consulted or been treated by clinics, physicians, healers, or other practitioners within the past 5 years for other than minor illnesses? (If yes, give complete address of doctor, hospital, clinic, and details.)</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>25. Have you ever been rejected for military service for any reason? (If yes, give date and reason for rejection.)</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>26. Have you ever been discharged from military service for any reason? (If yes, give date, reason, and type of discharge; whether honorable, other than honorable, for unfitness or unsuitability.)</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>27. Have you ever received, is there pending, or have you ever applied for pension or compensation for any disability or injury? (If yes, specify what kind, granted by whom, and what amount, when, why.)</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>28. Have you ever been denied life insurance?</b>		<input type="radio"/> YES <input type="radio"/> NO	
<b>29. EXPLANATION OF "YES" ANSWER(S) (Describe answer(s), give date(s) of problem, name of doctor(s) and/or hospital(s), treatment given and current medical status.)</b>			
<b>NOTE: HAND TO THE DOCTOR OR NURSE, OR IF MAILED MARK ENVELOPE "TO BE OPENED BY MEDICAL PERSONNEL ONLY."</b>			



## CLARIFICATION OF BAGGAGE ALLOWANCES

Due to recent changes in U.S. airlines 'free' baggage allowances DSCA has had to revise its guidance pertaining to baggage allowances authorized under the IMET program.



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

FEB 05 2004

In reply refer to:  
I-04/000999-P2

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Clarification of Baggage Allowances for International Military Students (IMs)  
(DSCA Policy Memo 04-06)

The Security Assistance Management Manual (SAMM) (Table C10.T9.) provides specifics regarding authorized baggage allowances for IMs. The number of bags authorized depends on the duration and type of training. The weight allowance for each bag is 70 pounds.

For travel within the continental United States (CONUS) most U.S. airlines now limit weight per bag to 50 pounds (vice the previously accepted 70 pounds) (see attached). For international flights the 70-pound weight allowance per bag is still in effect – but students must comply with maximum dimension requirements and personally pay for excess weight over 70 pounds.

IMs traveling on an international ticket from their country of origin directly to their training facility should not be required to fund excess baggage unless they have been authorized extra bags or exceed the 70-pound limit per bag. The rules for international tickets, including the 70-pound baggage allowance, apply from the point of origin to the point of destination. For example, if a student flies from Bangkok to Los Angeles, and then transfers planes to go on to San Antonio as the final destination, the 70-pound weight allowance is applicable from Bangkok to San Antonio. No excess weight fees will be charged at Los Angeles if a student's bag is within the airlines limits for international travel.

IMs attending training at different facilities in the United States and taking CONUS air transportation between the training facilities, will be authorized excess baggage weight expenses up to the 70-pound weight limit per authorized bag. Payment for these charges can be done through Miscellaneous Charge Orders (MCOs) or through student reimbursement.

Airlines ceased accepting government excess baggage vouchers on 1 October 2003, but now accept MCOs to pay for extra bags and excess weight (over 50 pounds) on CONUS flights. An MCO is a coupon used at various travel industry companies as a general-purpose voucher for their services. If a specific service charge (such as excess baggage) is indicated on the MCO, use is limited to that service. MCOs have no expiration date, are non-transferable, and valid identification is required for use. The travel office arranging the ticket for the IMs can issue an MCO for the excess baggage costs, if they are authorized (sample MCO attached).

In lieu of using an MCO, the student may pay for the excess baggage and seek reimbursement as follows:

1. The IMs can go to the airport in advance, pay for the excess baggage, and take the receipt to the International Military Student Officer (IMSO) in time for the charges to be included with the student's final pay voucher; or,
2. The IMs can pay for the excess baggage at the airport, retain the receipt, and collect reimbursement upon arrival in their country of origin.

In addition to baggage weight restrictions, some airlines impose an excess baggage embargo that restricts excess baggage to select international destinations. These embargos are generally limited to destinations in Central and South America and the Caribbean during the summer. SAOs and IMSOs working with students in the Southern Command area of responsibility should advise IMSs of these embargos.

Due to the stated changes in airline baggage rules, it is recommend that IMSOs brief IMSs about excess baggage rules and embargos, include airline information in their IMSO Web administrative information, and work with their airline ticket offices to use the MCO method to pay for authorized excess baggage.

The DSCA point of contact for this issue is Ms. Dawn Burke at ph. (703) 601-3864 or e-mail dawn.burke@dscamil.

  
Richard J. Millies  
Deputy Director

Attachment:

- (1) CONUS Airline Baggage Allowance Fees
- (2) Sample Miscellaneous Charge Order

cc: SATFA  
AFSAT  
NETSAFA  
MARINE CORPS  
USCG-CI  
DISAM  
SO/LIC

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## CHAPTER FOUR

### ENGLISH LANGUAGE TESTING AND TRAINING

#### QUICK REFERENCE

The DLIELC publication “**English Language Training Support for Security Assistance Offices**” is the first place to look for help with English language training. You can find a link to this publication at this web site:

<http://www.disam.dsca.mil/itm/References/DLI/DLI-SAOHandbook.pdf>

#### EXEMPTIONS AND WAIVERS FROM ENGLISH LANGUAGE TESTING AND ORAL PROFICIENCY INTERVIEWS

1. The U.S. Military Departments establish minimum English language pre-requisites for their schools and countries are expected to meet these standards. They can conduct English training in their own country, English training in the United States, or a combination. There are certain countries that can teach English using their own resources without U.S. assistance, and these countries are exempt from some English testing requirements. Most other countries send their students to DLIELC for English training. These countries are divided into groupings based upon their recognized ability to teach English. SECDEF//DSCA// message DTG 042101Z OCT 05 is the current reference for English testing waivers.

2. These countries are exempt from all English testing and Oral Proficiency Interview (OPI) requirements:

Ireland	Malta	United Kingdom
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3. These countries are waived from in-country English Language Comprehension Level (ECL) and Oral Proficiency Interview (OPI) testing. Their students will be tested at the first CONUS training location.

Austria	Denmark	Germany	Luxembourg	Sweden
Belgium	Finland	Israel	Netherlands	Switzerland
Botswana	France	Italy	Norway	

4. The following countries are exempt from in-country ECL testing only:

Gambia	Malawi	Sierra Leone	Swaziland	Zambia
Ghana	Nigeria	South Africa	Uganda	Zimbabwe

5. The following countries are exempt from in-country OPI testing only. Students from these countries will be telephonically OPI tested at their first CONUS training location. SAOs may selectively schedule an OPI when they believe it might be warranted to verify a student's oral skills prior to reporting for CONUS training

Greece	Portugal	Spain
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6. These countries are considered capable or training to a 55 ECL with national assets. Students from these countries must have a minimum ECL of 55 before reporting to DLIELC for further English language training.

Cameroon	Greece	Moldova	Romania	Tanzania
Chad	Hungary	Morocco	Senegal	Tunisia
Croatia	Latvia	Namibia	Slovakia	Turkey
Czech Republic	Lesotho	Poland	Slovenia	Ukraine
Bulgaria	Liberia	Portugal	Spain	
Estonia	Lithuania			

7. These countries are acknowledged as not yet having a viable in-country English training program and may send students with less than a 55 ECL to DLIELC for English training

Albania	Burundi	Georgia	Niger
Algeria	Cape Verde	Guinea	Russia
Angola	Central African Republic	Guinea Bissau	Rwanda
Armenia	Congo (Brazzaville)	Macedonia	Serbia & Montenegro
Azerbaijan	Cote D'Ivoire	Mali	Sao Tome & Principe
Benin	Dem Rep of Congo	Mauritania	Togo
Bosnia-Herzegovina	Equatorial Guinea	Mozambique	
Burkina Faso	Gabon		

### IN-COUNTRY ENGLISH LANGUAGE TRAINING PROGRAMS

1. The best explanation of in-country English Language programs, planning and US assistance can be found at this web site:

[http://www.dlielc.org/overseas\\_programs/index.html](http://www.dlielc.org/overseas_programs/index.html)

2. The Security Assistance program is prepared to help a country develop its own English teaching capability as explained below.

a. The “**English Language Training Support for Security Assistance Offices**” catalog explains in-country programs and provides detailed instructions about ordering English Language hardware. Start-up costs for in-country programs are expensive and require the following:

(1). **Facilities:** This is a national responsibility and not funded from IMET. Most countries usually do not have adequate facilities and must expend national funds to build new facilities or upgrade current ones.

(2). **Hardware:** A 10 position Audio Active Language Laboratory System (AALL) with an Audio-visual Kit costs about \$20,000. See Page 4-3 of this guide for guidance on cost, and how to program and order a language laboratory.

(3). **Software (Instructor & Student materials):** The cheapest part of the program, it still costs a minimum of \$15,000 to purchase the tapes, books, interactive multimedia CDs, and other publications necessary to start an in-country training program. See Page 4-9 of this guide and DLIELC's “**2006 Catalog of Materials, Courses and Support**” for details. In addition to the initial acquisition, countries need to plan for replenishment on a regular basis.

**NOTE: An English language laboratory is only one part of a complete in-country English program. English instructors and English language training materials are equally as important as an English lab and must be included in any English program planning and procured separately. Training for instructors and English teaching materials are available from DLIELC and programmed in your Air Force IMET program via AFSAT. Teaching materials via FMS are programmed by/ordered from AFSAC.**

(4). **Instructors:** A country usually needs at least two to three language instructors. Depending on ECL of the prospective language instructor, it can cost as little as \$15,000 (tuition, travel, and living allowances) and as much as \$25,000 to train someone at the Basic Language Course (MASL ID D177007).

(5). **DLIELC Language Training Detachment (LTD):** A one-person LTD costs about \$125,000 per year (or more, depending upon various factors) if the country wants a qualified DLIELC member to manage the in-country language program.

b. An in-country language-training program is a sound investment. In the long term it can save a country SA and national funds. It is not cheap, requires proper planning, and is best implemented over a two-three year period.

c. General information about in-country English language training programs is also included in “**English Language Training Support for Security Assistance Offices**” You will find a helpful checklist of questions which should be asked by SAOs when planning or supporting an in-country English language training program, various planning factors for ensuring successful in-country programs, and information on English language training assistance offered by DLIELC. Assistance offered by DLIELC is available for programming to aid you in your planning for or support of in-country programs. These services include English language survey mobile training teams (MTTs), pre-deployment surveys, operational MTTs and Language Training Detachments, which can be PCSed for one or more years.

### ENGLISH LANGUAGE LABORATORIES

1. Questions concerning ordering English Language Laboratories should be addressed to Mr. John Allen, john.allen5@us.army.mil, Tel: (732) 532-8617, DSN: 992-8617, at the U.S. Army Communications-Electronics Life Cycle Management Command (C-E LCMC) (formerly US Army Communications Electronics Command).

2. The pricing tables and charts provided below are for FY06 IMET English Language Laboratory Systems and associated equipment requirements. The new costs are effective 12 January 2006. All language laboratory systems and equipment programmed prior to 12 January 2006 will be honored at FY05 prices. Mr. Allen at C-E LCMC will provide you exact cost information, for training aids (hardware), site surveys, and installations.

3. U.S. Army Security Assistance Command (USASAC) and C-E LCMC are the providers of English language laboratories systems and support/sustainment equipment via Tobyhanna Army Depot (TYAD) and Dal Media Solutions (DMS), all of the listed systems and equipment meet or exceed training requirements established by Defense Language Institute English Language Center (DLIELC).

a. Analog Audio-Active Language Laboratory (AALL). The AALL is a ‘turn-key’ language lab system (on board power supply and furniture included) with a two-year guarantee for hardware. It is an easy to learn, user friendly, durable language laboratory and can be programmed to accommodate 10 and 20 position labs. The Audio Visual Kit (AV KIT) consists of 2 each 25 inch televisions, 1 each 14 inch television for the instructors console, 1 each multi-system VCR, 2 each 48 inch tall TV carts, required cabling, and furniture (chairs are not included). The table below shows required programming data and approximate cost for various AALL/AVKIT configurations. Prices are for FY06. Additional information can be accessed at the DISAM International Training Management Website:

[http://www.disam.dsca.mil/itm/Functional/Eng\\_Lang\\_Labs.htm](http://www.disam.dsca.mil/itm/Functional/Eng_Lang_Labs.htm)

ITEM	PART NUMBER	MODEL	DESCRIPTION	PRICE
1	AALL-10	AALL10	10 Position Audio-Active Language Lab	\$23,855.00
2	AALL-20	AALL20	20 Position Audio-Active Language Lab	\$33,230.00

b. Training Multimedia Language Laboratory (TMLL). The TMLL is a digital language laboratory containing application software programmed specifically for language learning in a structured classroom environment. The TMLL consists of: A Local Area Network (LAN), an instructor’s console (computer/content server/digital library), student consoles (with computer), headsets, and furniture for each position (chairs not included). Prices are for FY06. Additional information can be accessed at the DISAM International Training Management Website (see above).

ITEM	PART NUMBER	MODEL	DESCRIPTION	PRICE
1	TMLL-05	TMLL-05	5 Position Multimedia Language Lab	\$36,530.00
2	TMLL-10	TMLL-10	10 Position Multimedia Language Lab	\$60,665.00
3	TMLL-15	TMLL-15	15 Position Multimedia Language Lab	\$83,550.00
4	TMLL-20	TMLL-20	20 Position Multimedia Language Lab	\$106,860.00
5	TMLL-25	TMLL-25	25 Position Multimedia Language Lab	\$130,345.00
6	TMLL-30	TMLL-30	30 Position Multimedia Language Lab	\$153,970.00

c. Language Learning Resource Center (LLRC). The LLRC is a training aid for countries that are establishing English Language Resource Centers, the LLRC is conducive to independent learning. The LLRC is procured in increments of five positions only. It is configured as a Local Area Network (LAN) and may be utilized as a single user Personal Computer (PC) lab. One PC is provided for each position ordered and one additional PC for the Resource Center Instructor position. The configuration promotes independent or group learning. The LLRC consists of; a laser jet printer, 20" combination TV- DVD-VCR, audio cassette player, and headsets. Furniture is not included in LLRC base prices. LLRC furniture may be selected from the LLR accessories list.

ITEM	PART NUMBER	MODEL	DESCRIPTION	PRICE
1	LLRC-05	LLRC-05	5 Position Language Learning Resource Center	\$18,555.00
2	LLRC-10	LLRC-10	10 Position Language Learning Resource Center	\$31,160.00
3	LLRC-15	LLRC-15	15 Position Language Learning Resource Center	\$43,770.00
4	LLRC-20	LLRC-20	20 Position Language Learning Resource Center	\$56,375.00

d. LLRC Accessories. LLRC accessories are optional for country to purchase. The LLRC Instructor Console (IC) is a 48-inch (120cm) desk. Student Console Furniture is procured in increments of five positions only. This is a 36-inch (90cm) student desk with side dividers and clear plexi-glass front panels. The Modular Access Point is a router permitting the network to access the Internet (Internet access is a country responsibility).

ITEM	PART NUMBER	MODEL	DESCRIPTION	PRICE
1	COM428-48	ICFurn	Instructor Console Furniture	\$595
2	R34236PGXS/A	SCFurn	Student Console Furniture (5 each)	\$2,989
3	2600	Router	Modular Access Point (MAP)	\$2,715

## HOW TO OBTAIN ENGLISH LANGUAGE LABORATORY SYSTEMS

1. Select the size and type of lab the country requires. Ensure the country can technologically support the type of lab selected, and that the room/building in which the lab will be installed has the necessary power and environmental controls (Air Conditioning) required to support the lab hardware.
2. Program lab with Security Assistance Training Field Activity (SATFA) as a dollar line (cost of the lab) in your Army IMET program using the MASL ID TABLE shown on the next page. Tell SATFA what you want. FOR EXAMPLE: "Country wants a 10 position, AALL". The MASL ID for labs is dependent upon what you order. In the example above, the MASL ID is BAALL10 for the basic lab. Check Training Management System (TMS) for other Military Articles Services List (MASL) ID's, use the language lab MASL table on the next page as a guide.
3. Program "Packing, Crating, and Handling" using the MASL ID TABLE shown below. These are the charges necessary to pack and ship the lab to your country. The MASL ID is "B00PCHT". The cost for PCHT must be provided by Mr. Allen, C-E LCMC. The PCHT cost varies by destination and the weight of the language laboratory system or equipment programmed. Policy is to air ship labs into country. If it is not possible to ship a lab by air then **you** must advise SATFA, USASAC and C-E LCMC of the preferred shipping method.

4. Program a language laboratory installation with SATFA using the MASL ID TABLE shown below. The installation should be programmed in the FY IMET program you expect the lab to be installed in your country. Use MASL ID B307010. Cost for an installation team depends upon the requirement. Currently, Tobyhanna Army Depot personnel and contractor personnel are performing lab installations. Although the exact cost will vary from country to country, an installation quote can be obtained from C-E LCMC via email [john.allen5@us.army.mil](mailto:john.allen5@us.army.mil).

LANGUAGE LABORATORY SYSTEMS MASL ID TABLE					
LAB	PRICE_YR	MASL_ID	LOC	IMET_COST	PART NUMBER
AUDIO ACTIVE LANGUAGE LAB, 10 POS	2006	BAALL10	BA2	\$ 23,855.00	AALL-10
AUDIO ACTIVE LANGUAGE LAB, 20 POS	2006	BAALL20	BA2	\$ 33,230.00	AALL-20
AUDIO VISUAL KIT	2006	BAVKIT0	BA2	\$ 3,000.00	AVKIT-01
DIGITAL MULTIMEDIA LANGUAGE LAB, 5 POS	2006	BTMLL05	BA2	\$ 36,530.00	TMLL-05
DIGITAL MULTIMEDIA LANGUAGE LAB, 10 POS	2006	BTMLL10	BA2	\$ 60,665.00	TMLL-10
DIGITAL MULTIMEDIA LANGUAGE LAB, 15 POS	2006	BTMLL15	BA2	\$ 83,550.00	TMLL-15
DIGITAL MULTIMEDIA LANGUAGE LAB, 20 POS	2006	BTMLL20	BA2	\$ 106,860.00	TMLL-20
DIGITAL MULTIMEDIA LANGUAGE LAB, 25 POS	2006	BTMLL25	BA2	\$ 130,345.00	TMLL-25
DIGITAL MULTIMEDIA LANGUAGE LAB, 30 POS	2006	BTMLL30	BA2	\$ 153,970.00	TMLL-30
LANGUAGE LEARNING RESOURCE CENTER, 5 STATION	2006	BLLR05A	BA2	\$ 18,555.00	LLRC-05
LANGUAGE LEARNING RESOURCE CENTER, 10 STATION	2006	BLLR10A	BA2	\$ 31,160.00	LLRC-10
LANGUAGE LEARNING RESOURCE CENTER, 15 STATION	2006	BLLR15A	BA2	\$ 43,770.00	LLRC-15
LANGUAGE LEARNING RESOURCE CENTER, 20 STATION	2006	BLLR20A	BA2	\$ 56,375.00	LLRC-20
INSTRUCTOR CONSOLE FURNITURE (1 EACH)	2006	BICOPTA	BA2	\$ 595.00	COM428-48
STUDENT CONSOLE FURNITURE (5 EACH)	2006	BSCOPTB	BA2	\$ 2,989.00	SCFURN
ROUTER/MODULAR ACCESS POINT (1 EACH)	2006	BROUTER	BA2	\$ 2,715.00	2600/ROUTER
LABORATORY INSTALLATION	2006	B307010	BA2	\$ TBD	INSTALL

5. Once the requirements are programmed, they will look like this on your STL:

IA	WCN	MASL	TITLE
B	0090A	BAALL10	AALL 10 POS
B	0090B	BAVKIT0	LANG LAB A/V PACKAGE
B	0090C	B00PCHT	LANG LAB SHIPPING/HANDLING
B	0091I	B307010	TAT-LANGUAGE LAB INSTALL

6. After determining what equipment is required and programming it through SATFA, you will need to generate an Initiation for Requisition of Requirement email. This document authorizes C-E LCMC to contract the requirement. Without this email, the acquisition process will not begin. A template of the format follows on the next page.

AMEMBASSY  
CDRUSASAC NEW CUMBERLAND PA//AMSAC-OE-CB//  
INFO SECDEF WASHINGTON DC//USDP/DSCA-PDP//  
DIR SATFA FT MONROE VA//ATFA-R//  
CDRUSACECOM FT HUACHUCA AZ//SAMD-HUA//  
CDRUSACECOM FT MONMOUTH NJ//AMSEL-LC-SA-CCA//  
HQ USEUCOM VAHINGEN GE//ECJ4-ID//

SUBJECT: REQUEST FOR INITIATION OF REQUISITIONS FOR LANGUAGE LABORATORY EQUIPMENT

REF:

1. AMEMBASSY (INSERT EMBASSY'S NAME) ON BEHALF OF (INSERT COUNTRY OR INTERNATIONAL ORGANIZATION NAME) REQUESTS THE FOLLOWING EQUIPMENT IN SUPPORT OF THE IMET ENGLISH LANGUAGE TRAINING PROGRAM:

A. ONE EACH 30-POSITION, AUDIO ACTIVE LANGUAGE LABORATORY, RCN LT24, **PART NUMBER AALL-30**, UNIT COST \$40,200.00.

B. ONE EACH AUDIO VISUAL PACKAGE, PART NUMBER AVKIT-01, UNIT COST \$2,700.00, TOTAL COST: \$2,700.00.

C. PACKING, CRATING, HANDLING, AND TRANSPORTATION, PART NUMBER PCH&T, UNIT COST \$10,725.00/TOTAL COST: \$10,725.00.

3. SHIP TO:

IN-COUNTRY POC NAME: AND TELEPHONE NO:

4. MARK FOR ADDRESS:

5. BOTH THE HOST GOVERNMENT AND THE US EMBASSY IN (INSERT COUNTRY'S NAME) ACKNOWLEDGE THAT THIS IS A SOLE SOURCE PROCUREMENT. A COPY OF THIS MESSAGE WILL BE SENT TO (INSERT FOREIGN LIAISON OFFICER IN-COUNTRY OR FOREIGN SERVICE NATIONAL'S NAME OR FOREIGN GOVERNMENT MILITARY OR CIVILIAN REPRESENTATIVE).

6. EMBASSY POCs FOR THIS REQUEST ARE (INSERT EMBASSY POC'S NAME AND/OR TRAINING REPRESENTATIVE): EMBASSY PHONE: (INSERT EMBASSY PHONE NUMBER); EMBASSY FACSIMILE (INSERT EMBASSY FAX NUMBER); OR E-MAIL (INSERT E-MAIL ADDRESS).

7. When submitting your requisition, ensure you provide C-E LCMC and USASAC an exact shipping address. The address must be "in the clear" shipping address, free of taxes, tariffs and fees. IMET funds can not be programmed to pay tariffs, taxes, or fees. The lab will be sent by a commercial freight carrier to your country just like any other freight, such as your household goods. For example:

SHIP TO: Embassy of the United States of America  
242 Constitution Avenue  
Lisbon, Portugal

MARK FOR: SAO , American Embassy Lisbon, Portugal  
ATTN: Mr Joe Jones, Phone (111) 111-1111; Fax (111) 222-222

8. If you are uncertain of the correct addresses, check with your embassy Admin or General Services Officer for an exact "SHIP TO", "MARK FOR" address for bulk / palette / crated cargo.

9. Country can expect delivery of the lab 180 days after C-E LCMC receives the funds for the requirement. Notification of schedule for approximate delivery date will be provided to country 21 days after receipt of funds.

**GEL SYSTEMS LEGACY LANGUAGE LABORATORIES SUPPORT AND SUSTAINMENT  
EQUIPMENT AND SERVICE**

Dal Media Solutions (DMS) provides support and sustainment of GEL Systems Legacy equipment previously fielded through the IMET language lab program. Upon programmed request DMS will perform site survey assessments/MTT of previously fielded systems. DMS will analyze, diagnose, and repair legacy equipment as required. The table below depicts available GEL System repair/replacement parts and equipment. Contact Mr Allen at C-E LCMC, via email: [john.allen5@us.army.mil](mailto:john.allen5@us.army.mil) or telephone for additional information.

**GEL SYSTEM LEGACY LANGUAGE LABORATORIES SUPPORT AND SUSTAINMENT  
EQUIPMENT MASL ID TABLE**

<b>EQUIPMENT DESCRIPTION</b>	<b>PRICE_YR</b>	<b>MASL_ID</b>	<b>LOC</b>	<b>IMET_COST</b>	<b>PART NUMBER</b>
HEADSET W/MICROPHONE	2006	BHEAD00	BA2	\$164.00	DMSBM13626-08
STUDENT CONSOLE LEVEL II	2006	TBD	BA2	\$488.00	DMSBM27099-01
STUDENT CONSOLE LEVEL IV	2006	TBD	BA2	\$1,210.00	DMSBM27480-01
MASTER CONSOLE/20 student positions LEVEL II	2006	BLAB220	BA2	\$7,333.00	DMSBM27099-30
MASTER CONSOLE/20 student positions LEVEL IV	2006	BLAB420	BA2	\$13,200.00	DMSBM26900-30
MASTER CONSOLE/30 student positions LEVEL II	2006	BLAB230	BA2	\$8,104.00	DMSBM27099-40
MASTER CONSOLE /30 student positions LEVEL IV	2006	BLAB430	BA2	\$14,300.00	DMSBM26900-40
PROGRAM CASSETTE RECORDER	2006	TBD	BA2	\$1,521.00	DMSBM27102-01
STUDENT CASSETTE RECORDER	2006	TBD	BA2	\$1,521.00	DMSBM27103-01
CD PLAYER LEVEL IV W/CABLE	2006	BCDRW00	BA2	\$990.00	DMSBM27199-01
LEVEL II STUDENT AMPLIFIER	2006	TBD	BA2	\$250.00	DMSBM27120-01
LEVEL IV STUDENT VGA AMPLIFIER	2006	TBD	BA2	\$1,100.00	DMSBM27545-01
Maintenance Kits for level II laboratory	2006	TBD	BA2	\$5,500.00	DMSBM27173-10
Maintenance Kits for level III laboratory	2006	TBD	BA2	\$7,700.00	DMSBM27174-10
Maintenance Kits for level IV laboratory	2006	TBD	BA2	\$8,800.00	DMSSB27175-10
5 EACH LEVEL II STUDENT POSITIONS ADD-ON all student positions include furniture, console interface and building material (Installer may need to make hardware and software upgrades included)	2006	TBD	BA2	\$3,300.00	DMSBM27999-05
5 EACH LEVEL III STUDENT POSITIONS ADD-ON all student positions include furniture, console interface, cassette and building material (Installer may need to make hardware and software upgrades included)	2006	TBD	BA2	\$8,800.00	DMSBM27199-05
5 EACH LEVEL IV STUDENT POSITIONS ADD-ON all student positions include furniture, console interface, computer and building material (Installer may need to make hardware and software upgrades included)	2006	TBD	BA2	\$16,500.00	DMSBM26999-01

## WHAT TO DO WHEN THE LAB SHIPMENT ARRIVES IN YOUR COUNTRY

When the language laboratory shipment arrives in country the SAO must send an email to C-E LCMC notifying them the shipment has arrived, how many crates arrived and the physical condition of the shipment. After the SAO has verified all lab components have arrived and the equipment is ready for installation, the SAO must verify the facility housing the language laboratory is ready for installation. Once the equipment and facility are prepared an email call-up request can be initiated to C-E LCMC (Mr. John B. Allen) to coordinate the laboratory system installation.

## HOW TO GET C-E LCMC TO INSTALL THE LAB

1. First program a lab installation team for the IMET fiscal year program in which the lab will actually be installed. The MASL ID and description for the installation team are: B307010, TAT-LANGUAGE LAB INSTALL. The exact cost will vary from country to country; a customized quote can be requested via email from Mr. John B. Allen, C-E LCMC..
2. Prior to programming the lab the SAO must ensure the country has selected an adequate facility for the lab. C-E LCMC (Mr John B. Allen) can assist you with ensuring the site is adequate by reviewing provided digital photographs, drawings, diagrams and schematics of the facility.
3. Once the equipment and facility have been prepared an email call-up request can be initiated to C-E LCMC to coordinate the laboratory system installation. Use the call-up message format below to request the installation, provide as much information as possible to include digital photographs, drawings, schematics and floor plans/blueprints. In addition, provide acceptable dates for the install of the lab for your host country.

Call-up Message Format for Security Assistance Team (SAT) Format.
(COUNTRY NAME HERE)
Submit requests for SATs to CECOM in the following format. If not all information is available; fill in to the extent possible.
a. SAT identification. English Language Learning Center (LLC) Installation TAT
b. Security clearance. __Unclass__
c. Mission. 1 ea AALL_ with _30_ workstations, and 1 each 5 position LLRC.
d. Summary of host country capabilities. Minimal hardware and electronic stores available for basic hardware and electronic needs.
e. Interpreter support. No, if required will be provided at no expense
f. Lab locations. _____. Distance between facilities way
g. Desired in-country arrival date. 1-6 weeks after language equipment/supplies have been received and cleared.
h. Types of quarters available. Commercial hotels (Sheraton/Hilton). Within per diem rates
i. In-country transportation. Official travel to and from duty location will be provided by Embassy charged to IMET case. Personal travel will be paid out of personal expenses. Taxi's are readily available.
j. Facilities for medical, dental, shopping, dining availability. _____.
k. Confirmation of country team approval. Have not received Country Clearance Request
<b>i. Additional information:</b>
(1) Where is the equipment located? (To be shipped). How long has the equipment been in country? N/A. Please provide complete street address of the facility?
(2) The facilities that will contain the LLRC/AALL, how long ago was it constructed (or refurbished)? N/A
(3) Can you provide pictures/plans or drawings of the installation site?
(4) What floor is the lab to be located on? If the installation is on other than a ground floor, what are the stairwell measurements? What are the room dimensions of where AALL/LLRC are to be installed? Are there any protrusions into the room? Where are the windows located? How do they open? What are the door

measurements and how do they open? Does the facility have air conditioning?
(5) What does the floor and ceiling material consist of?
(6) What type of power is available? Where are the electrical outlet locations within the room? What type of lighting does the room have? Do you consider the power consistency reliable? Is the facility networked up for LAN /ISP connection?
(7) Theater clearance, Visa, and immunization requirements for civilians. _____ If Visa is required, can planeside Visa be issued? Is an entrance or exit fee for tourist passports? Include, if applicable, information on sensitive areas, subjects to avoid, taboos, and personalities involved. Provide additional data such as availability of monetary facilities in-country for converting personal funds, cashing checks, using credit cards, etc.
FORCE PROTECTION STATUS?.
SAO Point of Contact.
DSN: Comm: Unclassified Fax:
Mailing:
<b>CECOM POC:</b>
John B. Allen
AMSEL-LC-SA-CCA
COMM (732) 532-8617
DSN 992-8617

4. Once the installation team has arrived and completed the installation process they will present a certificate of completion to the authorized country representative, certifying completion of the installation process. The certification of installation is an evaluation of the entire installation process. Deficiencies regarding the language laboratory system and the installation process should be noted on this form. The authorized country representative and the installation team leader must sign the form concurring that the installation process was satisfactory, or unsatisfactory with deficiencies noted. If deficiencies are noted on the completion certificate, the SAO should contact C-E LCMC (Mr. John B. Allen) immediately, to begin the rectification of the deficiency.

5. The language laboratory acquisition and installation process is now complete.

## HOW TO OBTAIN ENGLISH LANGUAGE TRAINING MATERIALS

1. Refer to DLIELC's **2006 Catalog of American Language Course Materials, DLIELC Courses and Support**, for a complete listing of DLIELC materials. The materials can be ordered for in-country English language training programs. In addition to descriptions of course materials, this catalog contains the following:

- a. Instructions for ordering DLIELC materials on an FMS case (p. 48) or through the IMET program (p. 51).
- b. Instructions for completing the DoD requisition form (DD-1149) for an FMS order (p. 49-50) or an IMET order (p. 52-53).
- c. A blank requisition form (DD-1149) on p. 55-56 (perforated for easy removal and copying).
- d. Additional ordering instructions on p. 54.
- e. A blank copy of the special DLIELC order form on p. 57-73(perforated for easy removal and copying). This form will make ordering DLIELC materials faster and easier. In addition to the form in this booklet, this order form is available as an EXCEL spread sheet and can be downloaded from DLIELC's web site:  
[http://www.dlielc.org/courses/courseware\\_catalog.html](http://www.dlielc.org/courses/courseware_catalog.html).

2. You need to consider the following when ordering DLIELC materials:

- a. The English Comprehension Level (ECL) the country wants to achieve with its training program. This will

determine how many "Books" to order (each book achieves a certain ECL). For example, Books 1-18 are designed to enable students to reach a 60 ECL. Books 19-24 are designed to train students to an ECL of 70.

b. The number, size, and location of the facilities (language labs) that will be supported.

c. The number of instructors to be supported. One set of instructor materials per instructor should suffice; instructors can use their textbooks repeatedly. The country usually keeps student texts in the lab or classroom, but they tend to "walk off". You should have a "fudge factor" for student texts. If 15 students are normally in training, then order 20 sets of student texts.

d. Whether classes are held for several hours daily or only a few hours each week. The ALC General English Intensive Materials (DLIELC Catalog, p. 3) are appropriate in the first instance. In the second, the General English Non intensive Materials (DLIELC Catalog, p. 19) are better suited to the country's needs.

e. Also order Language Lab Activities texts and tapes, American Language Course Placement Test (ALCPT) kits, and DLIELC answer sheets. American Military English Course (AMEC) texts, a selection of Specialized English Training (SET) materials, and reference materials are also available.

3. Program training materials with AFSAT as a dollar line (cost of the materials) in your Air Force IMET program as MASL ID DBKPUB0. Program "Packing, Crating, and Handling" charges necessary to pack and ship the materials to your country with as MASL ID D00PCHT. For air shipment, this is normally 30% of the purchase price of the materials. Current policy is to air ship materials to countries. If this is not possible or desirable, you must advise AFSAT and DLIELC of the preferred shipping method. Current programming procedure is to program the materials and PCH&T charges in the same fiscal year.

D	0003A	AF BOOKS/PUBS/OTHER	\$17,000	B	4	0001
D	0003B	AF BOOKS/PUBS/OTHER	\$17,000	B	4	0001
D	0004A	AF PCKG/CRATING/SHIPPING	\$3,400	B	4	0000
D	0004B	AF PCKG/CRATING/SHIPPING	\$3,400	B	4	0000

4. Prepare the requisition (DD 1149) and send to:

AFSAT/TOC  
315 J STREET WEST  
RANDOLPH AFB TX 78150-4354

5. Make sure your requisition has the exact shipping address for the materials. Don't use a mailing address. The materials will be sent by a commercial freight carrier to your country just like any other freight.

6. If you have any doubts check with your embassy Admin or General Services Officer for an exact "SHIP TO", "MARK FOR" address. This is the example we used earlier:

SHIP TO: Embassy of the United States of America  
242 Constitution Avenue  
Lisbon, Portugal  
MARK FOR: Political Officer, American Embassy Lisbon  
ATTN: Mr Joe Jones, Phone (111) 111-1111 Fax (111) 222-2222

## HOW TO PROGRAM THE CORRECT AMOUNT OF ENGLISH LANGUAGE

This chart was extracted from DLIELC 1025.7, "Planning and Programming Security Assistance English Language Training". It tells you how many weeks of English language training to schedule based upon the student's current ECL score.

### E2. ENCLOSURE 2

TABLE 1 PROGRAMMING GUIDANCE (see NOTES 1 and 2)

TO GRADUATE WITH	60 ECL	65 ECL	70 ECL	75 ECL	80 ECL	85 ECL	90 ECL
IF ECL IS:	THEN PROGRAM TRAINING FOR THE FOLLOWING NUMBER OF WEEKS:						
29 or less	29	31	33	36	43	55	69
30 to 34	14	16	18	21	28	40	54
35 to 39	12	14	16	19	26	38	52
40 to 44	9	11	13	16	23	35	49
45 to 49	6	8	10	13	20	32	46
50 to 54	4	6	8	11	18	30	44
55 to 59	2	3	5	8	15	27	41
60 to 64		2	4	7	14	26	40
65 to 69			2	5	12	24	38
70 to 74				4	11	23	37
75 to 79					6	18	32
80 to 84						11	25
85 to 89							12

**NOTES:**

1. One week of training = 30 hours of classroom instruction.
2. This guidance DOES NOT include nine weeks of the SET phase of the ALC. Therefore, to estimate the amount of time needed to achieve a certain ECL exam score and complete SET, add nine to the number of weeks shown on the chart. For example, someone with an ECL score of 60-64 could be expected to reach a 70 ECL and complete SET after approximately 13 weeks of intensive training.
3. The ECL test is not designed to discriminate within a score range of 0 to 29. Based on DLIELC experience, the average student will progress from zero proficiency level to a score of 30 in about 15 weeks. The ECL test is of no value in tracking growth during this period.
4. Progress in an in-country training program should be measured with the American Language Course Placement Test (ALCPT), not the ECL. Kept secure and properly administered, the ALCPT renders results comparable to those of the ECL.
5. Students lacking the required OPI rating, as determined by FOT MASL, will be programmed for MASL IIN D177026, which includes nine weeks of SET. Aviation Leadership Program Scholarship students lacking the required OPI rating will be programmed for MASL IIN D177028, which includes nine weeks of SET.

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## **CHAPTER FIVE**

### **SPECIAL EDUCATION & TRAINING PROGRAMS**

#### **COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)**

**1.** The Counterterrorism Fellowship Program (CTFP) is a Title 10 Department of Defense program to assist key countries in the war on terrorism by providing training and education for counterterrorism activities.

The CTFP allows the Department of Defense to work with countries of critical importance to the war on terrorism. It provides counterterrorism education and training that will have a direct impact on the long-term capabilities and capacity of our friends and allies. Specifically, the CT Fellowship program is used to bolster the capacity of friendly foreign nations to detect, monitor, and interdict or disrupt the activities of terrorist networks ranging from weapons trafficking and terrorist related financing to actual operational planning by terror groups. This program will be a key tool for HQ USEUCOM to foster regional cooperation and professionalize foreign counterterrorism capabilities to assist in the fulfillment of the command's responsibilities. The CT Fellowship complements existing assistance programs and fills a current void in the US Government's efforts to provide targeted counterterrorism assistance. HQ USEUCOM recommends participant countries and individual candidates for the program to the Office of the Secretary of Defense for approval. OASD SO/LIC oversees the creation of a mixture of mobile and resident institutional courses tailored to the specific need of key countries, and which will advance broader U.S. Government counterterrorism objectives. Key senior and mid-level military officials are given the tools to effectively build, manage, and sustain counterterrorism programs. All personnel will be thoroughly vetted consistent with legal requirements regarding human rights issues.

#### **2. Country Selection Process**

- a. Country selection criteria for the CT Fellowship Program:
  - Terrorist threat to the country.
  - The country's willingness to participate in combined counterterrorism efforts.
  - Capability and capacity of military to wage counterterrorism efforts.
  - Ability to leverage other existing or planned defense security cooperation programs.
  - Country needs and requirements.
- b. HQ USEUCOM and SO/LIC work from existing priorities documents to create the draft list of countries and, including (but not limited to):
  - Unified Command priority countries for command participation in CT related programs.
  - Deputy's list of Front Line States in the war on terrorism.
  - State Department's list of top tier countries for counterterrorism training and assistance (produced by the Office of the Coordinator for Counterterrorism (S/CT) under their authority as chair of the Training and Assistance Subgroup of the Counterterrorism Security Group).
  - The DoD Security Cooperation Guidance.
  - DoD leadership guidance.
- c. SO/LIC allocates CT Fellowship funding among countries on the basis of Department counterterrorism objectives and priorities outlined in the above lists.
- d. Final CT Fellowship country allocations promulgated to combatant commands for planning and execution.

- e. Adjustments to the final list are made on a case by case basis under extraordinary (and usually unforeseen) circumstances.
- f. New countries can be added throughout the year as opportunities present themselves.

### **3. School and Course Selection.**

- a. The Counterterrorism Fellowship Program is a critical tool for the Department of Defense to provide education and training to support our friends and allies in their efforts to fight terrorism.
- b. Education and training through the CT Fellowship will focus on the long-term impact of building individual and institutional capacity to fight terrorism inside and outside a country's borders. The CT Fellowship is also used as a tool to influence countries to cooperate with the US and coalition efforts to fight terror.
- c. Courses should develop individual or institutional capacity to support counterterrorism efforts for the selected country.
- d. The emphasis should be on higher level education, rather than tactical training.
- e. All education and training can be executed in US military educational institutions, selected regional centers and in some cases schools located outside the United States.
- f. Preference is given to courses held in the US where foreign students are in the classroom with their peers from the US. Mobile education teams and seminars can be used as a part of a country's balanced CT Fellowship plan.
- g. Existing courses will be used when available and appropriate. When courses are not available, the CT Fellowship may be used to develop new and hybrid programs.
- h. Combatant commands and country teams will propose courses and programs for the CT Fellowship. SO/LIC will provide guidance on the types of courses.

**4. FLAGSHIP SCHOOLS & COURSES.** These are currently the schools and courses SO/LIC considers the core of the CTF Program to date. Other courses and mobile education teams are eligible for CTFP funding and should be considered in a country's planning for CTFP participation.

#### **a. MASL B-171798: National Defense University School for National Security Executive Education (SNSEE)**

The NDU program assigns selected foreign officials to graduate accredited courses offered by NDU's School for Senior National Security Executive Education (SNSEE). CT Fellows participate in these seminars and also attend elective courses alongside American counterparts from the military services, DOD, other Executive Branch agencies, and relevant congressional staffs.

Classes are offered three times a year with courses organized on a semester basis. Classes are scheduled to begin in April, August and January, with a three- week in-processing period. Classes beginning in April will graduate in Dec, the August class will graduate in April and the January class will graduate in August. CT Fellows scheduled for the January class should plan to report in early December.

- The SNSEE is a six-course program will take place over two semesters, for a total of some 30 weeks.
- CT Fellows attend three evening and one day courses each semester.
- Each course will be taught in a seminar setting of some 16 students comparable to a graduate course. The courses will emphasize leadership, logical analysis, understanding alternative viewpoints, and making effective arguments, presentations, and decisions. An understanding of strategic thinking, decision analysis, organizational behavior, and conflict management will be developed through discussions and coursework.
- Courses include outside activities such as class visits to sites such as Joint Forces Command, Gettysburg, and Congress to build understanding of concepts developed in the classroom.
- Specific courses will include:
  - Foundations & Issues of Homeland Defense

- Nation-building
- The War On Terrorism
- Force and Statecraft
- Issues for Defense Organizations and Homeland Security
- Threats and Risks
- Economics and Budgets
- The Role of Law in Counter-Terrorism and Homeland Security
- Military Leadership and Civil-Military Cooperation
- Countering Terror in Different Nations: A Comparative Perspective
- Geostrategy (Regional and Global Politics and Influences)
- Information Operations and Knowledge Management
- Concentrations will be available in Homeland Security and Defense Transformation.

Courses in Counterterrorism Strategy and Policy, and Counterterrorism Operations meet twice a week and often feature experts from national security-related U.S. Government agencies, national capital area think tanks, private companies, and local law enforcement agencies. SNSEE is working toward graduate certification of these courses and expects approval for incoming classes.

Each Fellow is awarded an NDU Counterterrorism Certificate upon successful completion of six required courses and two - four electives. Those who perform satisfactorily and qualify under NDU admission standards may also receive 18-24 graduate credits. NDU is now seeking approval of the CT Fellows' curriculum for a Master's Degree, but does not offer Masters Degrees at this time.

Combatant commands will receive allocations for slots to each class from SO/LIC on a yearly basis. Other countries may participate at their own expense (or through alternative funding, such as IMET), with the endorsement of the Regional Command and the approval of SO/LIC. Class size will be limited to 20 students. CT Fellows will be encouraged to continue contacts with NDU, SNSEE faculty, and other Fellows in an alumni network that will be sponsored by NDU and SO/LIC.

### **Administrative Instructions**

A university degree (BA/BS degree) and an ECL of 90 are required. NDU TOEFL requirements (score of 207) will have to be met to receive graduate credit plus foreign transcript (BA/BS) accreditation by a national company.

This is an accompanied program. Family members are encouraged to join their spouses. Standard IMET TLA rates of \$210 per day (maximum) will apply to CT Fellowship students. The CT Fellowship will pay for all costs associated with participation in the program including travel, tuition, DoD Field Studies program, social receptions, and per diem plus (however, viaticos will not be covered).

### **b. MASL P-179018: Civil-Military Responses to Terrorism**

This is a two week long course conducted by the Center for Civil-Military Relations (CCMR) at the Naval Postgraduate School in Monterey, California. The key objectives of the course of instruction are to support international understanding of the politico-military components of combating international terrorism and to enhance the capabilities of coalition partners to develop effective short- and long-term programs to combat terrorism that are consistent with democratic principles.

The Civil-Military Responses to Terrorism course provides a thorough understanding of terrorism in all its forms, with considerable emphasis on strategy formulation and international cooperation. The program utilizes case studies and simulation exercises to stimulate thoughtful discussion, providing participants with the insight needed by decision-makers and their advisors to design successful strategies to contain or defeat modern terrorism. The Monterey program is conducted annually in April.

Participating countries are identified by HQ USEUCOM and issued invitations by the Office of the Secretary of Defense. Within each participating country, an even balance of military officers and civilian officials is ideal. Seniority will vary with the size of a country's defense forces, but the course will resonate best with mid-senior grade officials involved in combating terrorism. The `Civil-Military Overseas versions of this course can be delivered to single countries by Mobile Education Teams under MASL#P309069, or to regional groupings of countries under the MASL#P273011.

### **Administrative Instructions**

An ECL of 80 is required. The course is taught in English.

### **c. MASL P-173200: NPGS Curriculum 699, Special Operations Defense Analysis Master's Degree**

The course convenes twice a year, in January and June. The Special Operations Curriculum is designed to provide a focused course of study of the conflict spectrum below general conventional war. Graduates of this curriculum will possess a close knowledge of the broad range of factors involved in the planning and conduct of these forms of conflict and a detailed understanding of the role of special operations and related forces in U.S. foreign and defense policy. The curriculum examines the sources and dynamics of inter-state and intra-state conflict, the challenge these forms of conflict have posed and are likely to

increasingly pose for U.S. security planning, the doctrinal and institutional evolution of the U.S. special operations community, the recent history of political violence and “small wars” in Latin America, Asia, and the Middle East, the history of irregular warfare, and contemporary perspectives on low intensity conflict resolution. These curriculum specific requirements are supported by a larger program of study, which provides the graduate with a broad background in the areas of international relations, comparative strategy, the technological revolution in military affairs, and advanced analytical methods.

### **Administrative Instructions**

A university degree (BA/BS degree), a TOEFL score of 207 (less than 2 years old) and university foreign transcripts (BA/BS) must be attached with a legend if other than 4.0 score was used. This is an accompanied program. Family members are encouraged to join their spouses. The CT Fellowship will pay for all costs associated with participation in the program including travel, tuition, DoD Field Studies program, social receptions, and per diem plus (however, viaticos will not be covered). Students must report 2 weeks prior to the course for orientation.

## **CTFP ANNEX TO COMBINED EDUCATION & TRAINING PROGRAM PLAN**

Before ASD/SO-LIC will approve a request for CTFP funding the country team must submit a CTFP plan. The format for this plan is shown in Chapter 6 (page 6-15) and your CTFP plan should be submitted as part of your **“Combined Education & Training Program Plan”** to be submitted in March 2006 in preparation for the HQ USEUCOM Training Program Management Review (TPMR).

A CTFP plan is required to justify any special ‘out of the box’ type counterterrorism education and training program that the country/ODC may develop during the year and submit through HQ USEUCOM to ASD/SO-LIC for approval as an ‘out-of-cycle’ training event.

If the host country desires to nominate a candidate to participate in one of the ‘Flagship’ courses mentioned above a CTFP plan is not required. This plan is required if the country team wishes to request a ‘Direct Allocation’ of CTF funds or compete for HQ USEUCOM Discretionary funding.

## **WHAT THE SAO NEEDS TO KNOW ABOUT CTFP**

- Not having a CTFP Direct Allocation does not keep a country from getting CTFP funding. If you have a good CT plan submit it through this HQ for SO/LIC consideration for central funding.
- Countries with ASPA restrictions are eligible for CTFP funding.
- CTFP is not a replacement for IMET or IMET “junior”. Only legitimate CT oriented courses will be funded with this program.
- CTFP allows the training of civilians whose responsibilities are related to counterterrorism. US personnel may be trained under CTFP if it impacts directly the education and training of CTFP students.
- Lethal training is allowed; however; any CTFP plan must be balanced between academics and tactical training.
- Be creative. Training is not limited to what the SAO finds in TMS.
- CTFP can be used to fund conferences, mobile education teams, mobile training teams, and seminars.
- The candidate submission/approval process is more involved than for Security Assistance (IMET or FMS) training. Therefore no request will be approved if the candidate nomination is submitted with less than 3 weeks before training, for HQ USEUCOM and SO/LIC to process your nomination.
- Because CTFP is Title 10 (DoD) funding, some of its administrative processes are different than IMET Title 22 (DoS) funding. Pay particular attention to paragraph 6D of the DSCA CTFP Implementation Message on page 5-11.

## CTFP CANDIDATE NOMINATION PROCESS

The only acceptable way to nominate individual candidates for CTFP participation is via the electronic nomination process on the SAN. These are the steps to follow.

1. LOGON to the SAN Web. From the Main Training Menu choose IMSO and SAO Training Web. You will get this screen:

From here choose "Find CTFP Students". It will take you to the next screen (shown below).

Student Name	Role	Status	ID
RM B	B	B05001	5002
RM B	B	B05001	5003
RM D	D	B04999	0001
RM D	D	B04999	0002
RM D	D	B04999	0003
RM D	D	B05999	0001
Unknown			
Unknown			
Completed			
SAMAKE, HAROUNA			
TOGO, ELOI	RM	B	B02001
	RM	B	B02001

From here choose the WCN of the training for which you wish to submit a candidate nomination. It will take you to the next screen (shown on the next page).

2. Complete this 'on-line' candidate nomination form with all required information, to include candidate biographic data (via upload), and click 'submit'. This will create an automatic email notification to both HQ USEUCOM and SO-LIC. HQ USEUCOM will endorse your candidate (or request additional information if necessary) and submit the nomination to SO-LIC for approval.

**In the justification, try to answer the following questions:**

- 1) What is the connection between the nominee's job and the country's counterterrorism effort?
- 2) What is the importance of the nominee's agency or unit to the country's counterterrorism effort?
- 3) How will this training help the nominee better accomplish their job?
- 4) Will the nominee be training others? If so, who?

**SAO submitted on 11/19/2005**  
**Combatant Commander approved on 11/21/2005**  
**CTF approval PENDING**

**Notice: This submittal requires a quick turn around.**

**Candidate Information**

Name of candidate: FRENGOVA, Hristina Dimitrova  
CASE / WCN: B06 / 2661  
Country: BULGARIA (BU)  
Country Service: Ministry of Defense  
TTO#:   
Student Type: Officer  
Rank: Civilian  
Branch/Specialization: Legal Directorate/International Military Law  
Current position description: Chief Legal Advisor  
Position upon completion: Same as above

Ms. Frengova nomination is based on her job position, excellent performance record and potential to positively influence the direction of MoD's nascent CT program. MoD trusts that this course will be rewarding for the MoD and Ms. Frengova as her current position is directly involved in legal advice support to the Bulgarian MoD's counter terrorism decision makers. This DILS course will provide MoD with an official equipped with additional tools in meeting MoD's 21st Century CT challenges as well as sustaining quality contributions in support of the Global War on terrorism.

is person being nominated? ☒ Yes ☐ No <- (this must be completed)

Medical Testing completed? ☒ Yes ☐ No <- (this must be completed)

Dependents not authorized. Requesting a waiver? ☒ Yes ☐ No

Confirmed quota? ☒ Yes ☐ No

Course Prerequisites met? ☒ Yes ☐ No

new -> Course security requirements met? ☒ Yes ☐ No <- (this must be completed)

ECL minimum met? ☒ Yes ☐ No ECL Score: 83 Total Score:

**Human rights vetting completed?** ☒ Yes ☐ No (if yes, then complete the following 2 items)

Name of U.S. State Dept. officer completing human rights vetting (do not enter FSN): Mr. Paul Brown, Regional Security Officer

Human rights vetting completed on? Aug 31 2005

**Course Information**

Educational Institution: DILS NEWPORT RI  
Course No: CT  
MASL: P176028 <-click for more details  
Title: LEGAL ASPECTS CMBTERRORISM  
Clearance: Unclassified  
Report Date: 12/1/2005  
Course cost: \$5,501  
Per Diem: \$4,450  
Total Cost: \$9,951

**Candidate Upload Information**

File Upload: CNF\_Frengova.doc 55808 bytes application/msword

**Country Submittal Information**

Ambassador approval? ☒ Yes ☐ No <- (this must be completed)

Country Team approval? ☒ Yes ☐ No <- (this must be completed)

During the past 10 years, MoD has undergone a major shift from cold war objectives to countering asymmetrical threats. Recent developments (i.e. Bulgarian civilians held hostage in Iraq; threats of Al Qaeda to hit Bulgarian targets, etc.) have shown some inadequacies in both strategy and coordination

**Combatant Command Submittal**

Combatant Command Approved? ☒ Yes ☐ No [YES generates APPROVED email to ALLCON]

EUCOM heartily supports this nomination based on Ms. Frengova's critical position as legal advisor to the Bulgarian MOD.

**Combatant Commander Remarks**

Make sure you attach the bio. If you have any problems, contact your EUCOM rep and e-mail the bio separately.

Make sure you enter the Embassy official who actually approved the Student 'Vetting' for this training. The official must be an American civilian, so no U.S. military or host nation civilians. Please include the date when the vetting was accomplished.

Please include a few sentences describing why the nominee's country is important towards counter terrorism. Try to use a line from the country training plan.

Elapsed script time: 0.125 seconds. Page last updated on 11/9/2005 3:00:49 PM

## CTFP IMPLEMENTATION GUIDANCE

### THIS IS THE FIRST CTFP GUIDANCE MESSAGE ISSUED IN MARCH 2003

R 251853Z MAR 03  
FM SECDEF WASHINGTON DC//USDP-DSCA//  
TO RUFGCIN/HQ USEUCOM VAIHINGEN GE//ECJ4//  
RUCAACC/USCINCCENT MACDILL AFB FL//CCJ5-E//  
RHHMUNA/CDRUSPACOM HONOLULU HI //J4516/J4517//  
RUMIAAA/USCINCSO MIAMI FL//SCJ5-SA//  
RUENAAA/NAVY IPO WASHINGTON DC  
RUEADWD/DA WASHINGTON DC//DASA/DE&C//  
RUEAHQA/OSAF WASHINGTON DC//SAF:IAPX//  
RULSMCG/CG TECOM QUANTICO VA//CSW//  
RHMFIUU/CG TECOM QUANTICO VA//CSW//  
RULSJGA/COMDT COGARD WASHINGTON DC//G-CI//  
RUCTPOV/NETSAFA PENSACOLA FL//N-00/N-1//  
RHMFIUU/NETSAFA PENSACOLA FL//N-00/N-1//  
RUERAIX/DIRSATFA FT MONROE VA //ATFA-RW//  
RHMFIUU/DIRSATFA FT MONROE VA //ATFA-RW//  
RHWRAAA/AFSAT RANDOLPH AFB TX//CD/TO//  
RHMFIUU/AFSAT RANDOLPH AFB TX//CD/TO//  
RUVKDVA/COMDT DLIELC LACKLAND AFB TX//LEX//  
RUVALAN/DISAM WRIGHT PATTERSON AFB OH//CC/DI//  
RHMFIUU/DISAM WRIGHT PATTERSON AFB OH//CC/DI//  
PAGE 02 RUEKJCS0888 UNCLAS  
RUCBACM/COMSOCJFCOM CDR USJFCOM NORFOLK VA  
RUEKJCS/SECDEF WASHINGTON DC//SOLIC//  
RUEKJCS/SECDEF WASH DC//USDP-CH//  
INFO RUEKJCS/SECDEF WASH DC//USDP-CH//  
BT

UNCLAS

SUBJECT: IMPLEMENTATION GUIDANCE FOR REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP PROGRAM  
A. REFERENCE OUSD//SOLIC 051527Z FEB 03 MESSAGE, SUBJECT: REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP PROGRAM.

1. REFERENCED MESSAGE, FROM OASD(SO/LIC) (THE USDP-ASSIGNED POLICY OFFICE OF PRIMARY RESPONSIBILITY FOR THE REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP PROGRAM - CT FELLOWSHIP PROGRAM), PROVIDED PROGRAM POLICY GUIDANCE.

2. DSCA, IN ITS USDP-ASSIGNED ROLE AS THE ADMINISTERING AGENCY FOR THE CT FELLOWSHIP PROGRAM, PROVIDES THE FOLLOWING IMPLEMENTATION GUIDANCE:

A. GENERAL CT FELLOWSHIP PROGRAM GUIDELINES:

(1) TRAINING PROGRAM DEVELOPMENT:

(A) FOLLOW IMET PROGRAM DEVELOPMENT TIMELINE, E.G., USING THE TRAINING PROGRAM MANAGEMENT REVIEW (TPMR) TO THE MAXIMUM EXTENT POSSIBLE FOR PLANNING AND PROGRAMMING BUDGET AND PLAN YEAR PROGRAMS.

(B) SAOS WILL CLEAR TRAINING/EDUCATION PROPOSALS THROUGH THE COMBATANT COMMANDER (WHICH WILL IN TURN PASS THE PROPOSED TRAINING/EDUCATION TO SO/LIC FOR POLICY APPROVAL).

(C) FOLLOWING CLEARANCE SAOS SHOULD PASS TRAINING/EDUCATION PROGRAMMING INFO TO MILDEPS FOR ENTRY ON THE CT FELLOWSHIP TRAINING STL THE SAME WAY IMET TRAINING IS PROGRAMMED OUTSIDE THE TPMR CYCLE. SO/LIC SHOULD BE INFOED AND WILL HAVE ACCESS TO THE STLs THROUGH THE SAN WEB.

(2) TRAINING COURSE COSTING:

(A) PRICED USING IMET RATES (EVEN IF THE RECIPIENT COUNTRY DOES NOT RECEIVE IMET FUNDING).

(B) TRAVEL AND LIVING ALLOWANCE (TLA) FACTORS COMPUTED IN THE SAME MANNER AS FOR SECURITY ASSISTANCE TRAINING WHERE THE PROGRAM FUNDS 100 % OF TLA.

(C) MEDICAL (WILL PAY FOR THE SAME KINDS OF EMERGENCY CARE IMET COVERS); COSTS INCURRED WILL BE PAID ON A CASE BY CASE BASIS FROM THE PROGRAM ADMINISTRATIVE SET ASIDE.

(D) PROGRAM PAYS ANY CANCELLATION FEES IN ACCORDANCE WITH ESTABLISHED SECURITY ASSISTANCE RULES.

(E) 5 % ADMIN FEE (ASSESSED AGAINST THE PSEUDO CASE VALUE) AS CHARGED FOR OTHER NON-STANDARD PROGRAMS.

(F) CT FELLOWSHIP PROGRAM PAYS ANY OTHER EXPECTED, OR REASONABLE UNANTICIPATED COSTS INCURRED BY STUDENTS.

(3) PROGRAM ADMINISTRATION:

(A) PSEUDO CASE B02 IS TO BE USED FOR THE CURRENT COUNTERTERRORISM FUNDING AUTHORITY AND A NEW PSEUDO CASE WILL BE ASSIGNED BY DSCA FOR FUTURE COUNTERTERRORISM FUNDING AUTHORITIES.

(B) PSEUDO CASE B02 WILL BE USED TO CLEARLY IDENTIFY THE LISTED TRAINING AS REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP TRAINING, AND MANAGED USING THE TRAINING MANAGEMENT SYSTEM (TMS) AND APPLICABLE MILITARY DEPARTMENT TRAINING AUTOMATION SYSTEMS.

(C) PROGRAMED TRAINING WILL BE REFLECTED ON A STANDARDIZED TRAINING LISTING (STL).

(4) STUDENT ADMINISTRATION:

(A) CANDIDATES WILL BE IDENTIFIED ACCORDING TO SO/LIC POLICY GUIDANCE AND SELECTED IN ACCORDANCE WITH ESTABLISHED SERVICE / SCHOOLHOUSE GUIDELINES (TO ENSURE OPTIMUM QUOTA ALLOCATION / MANAGEMENT /UTILIZATION).

(B) VETTING WILL BE CONDUCTED BY THE EMBASSY USING THE SAME PROCEDURES AS FOR SECURITY ASSISTANCE TRAINING.

(C) OTHER SCREENING REQUIREMENTS (SUCH AS ENGLISH COMPREHENSION LEVEL TESTING, ETC.) WILL FOLLOW TRADITIONAL SECURITY ASSISTANCE TRAINING PROGRAM PROCEDURES.

(D) SO/LIC REQUIRES AN ADDITIONAL POLICY APPROVAL PROCESS FOR CANDIDATES AFTER THEY HAVE MET THE VETTING, MEDICAL, LANGUAGE, AND OTHER STANDARD REQUIREMENTS. QUALIFIED CANDIDATE NOMINATIONS WILL BE SUBMITTED TO THE COMBATANT COMMAND WHICH WILL ENDORSE AND FORWARD TO SO/LIC AND THE JOINT STAFF FOR FINAL POLICY APPROVAL.

(E) OTHER STUDENT ADMINISTRATIVE REQUIREMENTS WILL BE MET FOLLOWING TRADITIONAL SECURITY ASSISTANCE TRAINING PROCEDURES.

(F) STUDENT TRACKING WILL FOLLOW TRADITIONAL SECURITY ASSISTANCE TRAINING PROGRAM PROCEDURES. ADDITIONALLY, TWO ADDITIONAL REQUIREMENTS ARE AS FOLLOWS:

(1) A CANDIDATE PACKAGE WITH BIOGRAPHICAL SKETCH/RESUME MUST BE PROVIDED TO SO/LIC DURING THE CANDIDATE APPROVAL PROCESS.

(2) SCHOOLS PROVIDING TRAINING TO CT PROGRAM STUDENTS ARE ASKED TO REPORT STUDENT ARRIVAL AND DEPARTURE TO SO/LIC PARTICULARLY EARLY DEPARTURE PRIOR TO COURSE COMPLETION.

3. PROGRAM GUIDELINES SPECIFIC TO THE CT FELLOWSHIP PROGRAM:

A. SO/LIC WILL NOTIFY COMBATANT COMMANDS AND DSCA OF ANNUAL FUNDING ALLOCATIONS (TO INCLUDE INDIVIDUAL COUNTRY FUNDING BREAKOUTS). SO/LIC WILL ALSO PROVIDE TIMELY UPDATES ON MID-YEAR ADJUSTMENTS TO COUNTRY ALLOCATIONS AND FUNDING LEVELS.

B. CANDIDATE POLICY APPROVAL WILL FOLLOW PROCESS OUTLINED ABOVE.

C. ALL NON-LETHAL EDUCATION AND TRAINING IS TO BE CONSIDERED AVAILABLE THROUGH THE CT FELLOWSHIP. SO/LIC WILL APPROVE PROPOSED EDUCATION AND TRAINING AND WILL PUBLISH REFERENCE LISTS OF PRIORITY COURSES AND PROGRAMS.

D. SO/LIC WILL REVIEW / STAFF / PROVIDE ALL CONCERNED THE APPROVED DECISION ON ANY PROGRAM WAIVER REQUESTS.

E. THE CT FELLOWSHIP WILL INCLUDE INFORMATION PROGRAMS AVAILABLE TO SECURITY ASSISTANCE TRAINING PROGRAM PARTICIPANTS.

F. DEPENDENTS WILL NOT BE PERMITTED EXCEPT BY SO/LIC WAIVER.

G. WHEN NOT CLEARLY EVIDENT, COUNTRY STATED UTILIZATION OF THE TRAINING CANDIDATE SHOULD DETERMINE WHICH FUNDING SOURCE (IMET, CT OR OTHER) IS MOST APPROPRIATE.

H. UPDATED PROGRAM INFORMATION WILL BE AVAILABLE ON THE CT FELLOWSHIP WEBPAGE ACCESSIBLE THROUGH THE DISAM INTERNATIONAL TRAINING MANAGEMENT HOMEPAGE AT [HTTP://DISAM.OSD.MIL/INTL\\_TRAINING/](http://disam.osd.mil/intl_training/)

4. FLOW OF FUNDS:

FUNDS WILL BE RELEASED BY THE DSCA COMPTROLLER RESOURCE MANAGEMENT DIVISION AT THE REQUEST OF THE CT FELLOWSHIP PROGRAM MANAGER. FUNDS WILL BE SENT VIA PROGRAM BUDGET ACCOUNTING SYSTEM, MILITARY INTERDEPARTMENT PURCHASE REQUEST OR FUNDING MEMORANDUM.

5. OASD(SO/LIC) HAS COORDINATED ON AND APPROVED RELEASE OF THIS PROGRAM ADMINISTRATION / IMPLEMENTATION MESSAGE. SO/LIC POC FOR THE CT FELLOWSHIP PROGRAM IS DAVID RADCLIFFE, PHONE (703) 697-3053 OR DSN 227-3053; EMAIL DAVID.RADCLIFFE@OSD.MIL.

6. DSCA POC FOR THE CT FELLOWSHIP PROGRAM IS KAY JUDKINS, POLICY, PLANS AND PROGRAMS DIRECTORATE, PHONE (703) 601-3719; EMAIL: KAY.JUDKINS@DSCA.MIL.

BT

## THIS IS THE SECOND CTFP GUIDANCE MESSAGE ISSUED IN SEPTEMBER 2004

Classification: UNCLASSIFIED

Precedence: R

DTG: 9/27/2004 7:17:00 PM

From: DOD, DSCA, ORGANIZATIONS, PPP(UC)

Subject: IMPLEMENTATION GUIDANCE MESSAGE NUMBER TWO FOR REGIONAL DEFENSE COUNTERTERRORISM (CT) FELLOWSHIP PROGRAM, DSCA POLICY 04-40

UNCLASSIFIED//

REFERENCE: SECDEF WASHINGTON DC//USDP-DSCA 251853Z MAR 03 MESSAGE, SUBJECT IMPLEMENTATION GUIDANCE FOR REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)

1. OASD SO/LIC AS THE USD(P) ASSIGNED LEAD FOR THE CTFP, AND DSCA IN ITS USD(P) ASSIGNED ROLE AS THE ADMINISTERING AGENCY FOR THE CTFP, PROVIDE THE FOLLOWING POLICY CHANGES/UPDATES TO REFERENCE.

2. THE GOALS OF THE CTFP ARE TO BUILD COMBATING TERRORISM CAPABILITIES AND CAPACITY IN PARTNER NATIONS, AND TO DEVELOP A GLOBAL NETWORK OF COMBATING TERRORISM EXPERTS AND PRACTITIONERS WHO SHARE COMMON VALUES, LANGUAGE, AND UNDERSTANDING OF THE THREAT OF TERRORISM. BEGINNING IN FY04, NEW AUTHORITIES PERMIT THE CTFP TO FUND THE EDUCATION AND TRAINING OF FOREIGN MILITARY OFFICERS, MINISTRY OF DEFENSE CIVILIANS AND OTHER FOREIGN SECURITY OFFICIALS, TO INCLUDE U.S. MILITARY OFFICERS AND CIVILIAN OFFICIALS WHOSE PARTICIPATION DIRECTLY CONTRIBUTES TO THE EDUCATION AND TRAINING OF CTFP STUDENTS. ALSO TO BE NOTED, THE CTFP IS NO LONGER LIMITED TO TRAINING AT MILITARY EDUCATIONAL INSTITUTIONS AND SELECTED REGIONAL CENTERS. LETHAL TRAINING IS NOW PERMITTED, THOUGH THIS DOES NOT CHANGE THE EDUCATIONAL FOCUS OF THE PROGRAM. 3. TRAINING PROGRAM DEVELOPMENT FOR THE CTFP:

(A) THE CTFP IS TO BE INCLUDED IN THE COMBINED EDUCATION AND TRAINING PROGRAM PLAN, FORMALLY KNOWN AS THE 2-YEAR TRAINING PLAN, AND WILL BE INCLUDED IN THE ANNUAL TRAINING PROGRAM MANAGEMENT REVIEW (TPMR) HOSTED BY THE COMBATANT COMMAND (COCOM).

(B) SPECIAL OPERATIONS AND LOW-INTENSITY CONFLICT (SO/LIC) APPROVAL IS NOT REQUIRED FOR PRE-TPMR CTFP PLANS OR PROGRAMMING OF STANDARDIZED TRAINING LISTINGS (STLS) FOR THE PLAN YEAR.

(C) EACH COCOM CTFP COORDINATOR WILL PROVIDE PROCEDURAL GUIDELINES ON COORDINATION OF CTFP PLANS/STLS PRIOR TO THE TPMR. COCOM CTFP COORDINATORS MUST REVIEW ALL CTFP COUNTRY PROGRAM PLANS PRIOR TO THE TPMR.

(D) ALL CTFP PLANS AND STLS WILL BE REVIEWED BY THE COCOM CTFP COORDINATOR AND THEN PASSED TO SO/LIC FOR FINAL POLICY APPROVAL AT THE TPMR. ALL COUNTRY CTFP STLS MUST BE FORMALLY SIGNED BY SO/LIC BEFORE OR DURING THE COUNTRY S BRIEF-OUT. AFTER SO/LIC HAS FORMALLY APPROVED A COUNTRY S PLANNING YEAR CTFP STL, THE PROGRAM IS CONSIDERED TO BE FINAL.

(E) UNLIKE THE IMET PROGRAM, THERE WILL BE NO ADDITIONS, CHANGES OR DELETIONS MADE BY THE SAOS OR SERVICES TO THE COUNTRY S CURRENT YEAR OR APPROVED PLANNING YEAR CTFP STLS WITHOUT COORDINATION AND WRITTEN APPROVAL FROM THE COCOM CTFP COORDINATOR AND SO/LIC.

(F) FOLLOWING THE TPMR, EACH COCOM CTFP COORDINATOR SHOULD ESTABLISH PROCEDURAL GUIDELINES ON COORDINATION WITH COUNTRY SAOS FOR THE PROGRAMMING, CHANGING, MODIFYING, AND/OR DELETING OF APPROVED PLAN YEAR TRAINING LINES. COCOM CTFP GUIDANCE SHOULD INCLUDE A PLAN FOR ROUTINELY CHECKING TO ENSURE THAT COUNTRIES ARE MAINTAINING THEIR STLS IN ACCORDANCE WITH THE COUNTERTERRORISM EDUCATIONAL AND POLICY OBJECTIVES ESTABLISHED AT THE COMMAND AND PROGRAM LEVEL, STLS ARE MAINTAINED WITHIN A COUNTRY S FUNDING ALLOCATION LEVEL, AND EXTRANEOUS COURSES ARE SCRUBBED FROM THE STLS IN A TIMELY MANNER.

(G) SERVICES MUST CONFIRM, BEFORE PROGRAMMING TRAINING FOR A COUNTRY S CTFP, THAT ALL SUBMITTED/REQUESTED OUT OF-CYCLE TRAINING HAS BEEN APPROVED BY THE COCOM CTFP MANAGERS AND SO/LIC BEFORE ADDING, DELETING OR MAKING ANY SUBSTANTIVE CHANGES TO A COUNTRY S CURRENT OR APPROVED PLAN YEAR CTFP STLS.

(H) SO/LIC WILL REQUEST CONFIRMATION FROM EACH COCOM CTFP PROGRAM MANAGER, APPROXIMATELY ONE MONTH BEFORE THE END OF EACH FISCAL QUARTER AND THAT INDIVIDUAL CTFP COUNTRY PLANS CONTINUE TO MEET CTFP REQUIREMENTS. THE COCOM CTFP WILL CONFIRM THAT CHANGES/ MODIFICATIONS ETC. TO A COUNTRY S STL ARE APPROVED AND STLS ARE SCRUBBED AND THAT THE COUNTRY PROGRAMS ARE EXECUTABLE. DATES FOR THESE REPORTS TO SO/LIC WILL BE NLT THE 15TH OF DECEMBER, MARCH, JUNE, AND SEPTEMBER.

#### 4. STUDENT ADMINISTRATION:

(A) CANDIDATE NOMINATION PACKAGES MUST BE SUBMITTED TO SO/LIC AT LEAST TWO WEEKS PRIOR TO THE TRAINING REPORT DATE. SAOS SHOULD PLAN ACCORDINGLY FOR COORDINATION WITH COCOM POC PRIOR TO THE TWO WEEK DEADLINE. INTERNATIONAL HOLIDAYS OR EVENTS THAT MAY CONSTRAIN THE NOMINATION TIMELINE SHOULD ALSO BE TAKEN INTO CONSIDERATION. SO/LIC CANNOT GUARANTEE THE APPROVAL OF ANY NOMINATION PACKAGE SUBMITTED UNDER THE TWO-WEEK DEADLINE.

(B) NOMINATION FORMS SHOULD BE SUBMITTED IN PLAIN ENGLISH WITHOUT JARGON OR ABBREVIATIONS. CANDIDATE JUSTIFICATIONS SHOULD PROVIDE SUFFICIENT JUSTIFICATION IN ORDER FOR SO/LIC TO DETERMINE/DEFEND THAT THE CANDIDATE IS QUALIFIED AND SUITABLE FOR THE TRAINING. CANDIDATES SHOULD BE CURRENTLY OR EXPECTED IN THE NEAR TERM TO BE INVOLVED IN CT FUNCTIONS/RESPONSIBILITIES;

COURSES SELECTED SHOULD HAVE DIRECT CT RELEVANCE OR CLEAR JUSTIFICATIONS THAT LINK THE COURSE TO THE NOMINEE'S CT RESPONSIBILITIES.

(C) ALL SAOS WILL USE THE SANWEB CTFP FUNCTIONS FOR CANDIDATE NOMINATIONS. THE SANWEB CTFP FUNCTIONS HELP EXPEDITE/SPEED THE SO/LIC POLICY APPROVAL PROCESS AND ALSO HELP WITH RECORD KEEPING AND INFORMATION MANAGEMENT.

(D) THE CTFP SEEKS TO BUILD A LONG-TERM RELATIONSHIP WITH SELECTED CANDIDATES. ASSURANCE THAT A NOMINEE IS OF THE HIGHEST REPUTABLE CHARACTER SUPPORTS U.S. OBJECTIVES OF DEVELOPING A GLOBAL NETWORK OF EXPERTS WHO CAN BE RELIED ON TO UPHOLD U.S. VALUES IN THE FIGHT AGAINST TERRORISM. SO/LIC'S CANDIDATE APPROVAL PROCESS DOES NOT TAKE THE PLACE OF THE U.S. GOVERNMENT'S LONG STANDING POLICY OF SCREENING EACH INTERNATIONAL MILITARY STUDENT SCHEDULED FOR TRAINING. SEE THE SAMM, DOD 5105.38-M, CHAPTER 10, PARAS C10.3.4. THROUGH C10.3.4.5. FOR ADDITIONAL SCREENING GUIDANCE. NO CANDIDATE NOMINATION WILL BE PROCESSED OR APPROVED BY EITHER COCOM OR SO/LIC WITHOUT FULL COMPLETION OF ALL REQUIRED SCREENING, AMBASSADOR SIGNATURE, AND COUNTRY TEAM APPROVAL. THIS APPLIES TO BOTH MILITARY AND CIVILIAN NOMINEES.

#### 5. TRAVEL AND LIVING ALLOWANCE:

(A) REFERENCE A STATED THAT DEPENDENTS WOULD NOT BE PERMITTED TO ACCOMPANY INTERNATIONAL MILITARY STUDENTS (IMS) UNDER THE CTFP UNLESS SO/LIC GRANTED A WAIVER. A SO/LIC WAIVER IS NO LONGER REQUIRED. THE CTFP WILL NOW FOLLOW THE SAME GUIDANCE PROVIDED IN THE SAMM, DOD 5105.38-M, CHAPTER 10, PARA C10.3.6. TRAVEL AND LIVING ALLOWANCE (TLA) AND TABLE C10.T3. DAILY SUPPLEMENTAL LIVING ALLOWANCES FOR IMS MILITARY STUDENTS UNDER SECURITY COOPERATION PROGRAMS.

(B) TLA AS A DEFAULT WILL BE PROGRAMMED AT 100% FOR THE CTFP, HOWEVER, COUNTRIES ARE PERMITTED TO COST SHARE IF THEY WISH.

#### 6. FINANCIAL POLICY/GUIDANCE SPECIFIC TO THE CTFP:

(A) DSCA CONTRACTS (DBC) DIVISION WILL BE THE PRIMARY POINT OF CONTACT FOR ALL FINANCIAL ACCOUNTING QUESTIONS AND ISSUES RELATED TO THE ROUTINE PROCESSING OF SO/LIC APPROVED STLs, INCLUDING BUT NOT LIMITED TO QUARTERLY FUNDING RELEASES, COURSE COSTS, TLA AND OTHER STUDENT EXPENDITURES.

(B) SO/LIC WILL RETAIN PRIMARY RESPONSIBILITY FOR ALL FUNDING DECISIONS AND ISSUES REQUIRING POLICY INPUT AND/OR OVERSIGHT AND PROGRAM MANAGEMENT. THIS INCLUDES BUT IS NOT LIMITED TO DECISIONS RELATED TO COUNTRY AND CENTRAL ALLOCATIONS AND RE-ALLOCATIONS, INVITATIONAL PROGRAM MANAGEMENT, COCOM DISCRETIONARY FUNDING, REGIONAL CENTER AND OTHER STRATEGIC INITIATIVES, AND PROGRAM DEVELOPMENT COSTS. SO/LIC WILL COOPERATE WITH DSCA IN THE FISCAL IMPLEMENTATION OF THESE AREAS AND INITIATIVES.

(C) MILITARY DEPARTMENTS (MILDEPS) AND COCOM CTFP COORDINATORS WILL ADVISE SO/LIC AND DSCA-DBC DIVISION AS TO CTFP FUNDING REQUESTED TO OFFSET COSTS TO ADMINISTER THE CTFP. SO/LIC WILL BE THE FINAL ARBITER OF WHAT REQUESTED ADMINISTRATIVE COSTS THE PROGRAM WILL COVER.

(D) CTFP IS A DOD TITLE 10 FUNDED PROGRAM; THEREFORE, TRAINING COURSES THAT CROSS FISCAL YEARS (FYS) WILL BE FUNDED IN ACCORDANCE WITH OPERATIONS AND MAINTENANCE (O&M) POLICIES AND REGULATIONS, I.E. THE REPORT DATE FOR A COURSE DETERMINES WHICH FISCAL YEAR FUNDS ARE USED FOR THAT COURSE. TLA THAT FALLS INTO A NEW FY WILL BE FUNDED WITH NEW FY FUNDING.

(E) MILDEPS WILL IDENTIFY AND CALCULATE TRAINING LINES THAT CROSS OVER THE FY WHEN SCHEDULING THE TRAINING FOR PLANNING OF NEW FUNDING REQUIREMENTS. THE MILDEPS WILL MAKE THIS INFORMATION AVAILABLE TO SO/LIC, DSCA, COCOM CTFP COORDINATORS, AND SAOS.

(F) ALL METS/MTTS MUST BE PROGRAMMED IN THE FY PROGRAM IN WHICH THE TRAINING WILL BE PERFORMED. THE TEAM MUST DEPLOY AND RETURN TO CONUS BY THE LAST DAY OF THE FISCAL YEAR (30 SEPTEMBER).

(G) EVERY NEW FY, DSCA-DBC DIVISION WILL ISSUE CTFP FUNDS, AT \$500 PER MILDEP COUNTRY STL, TO COVER IMS MEDICAL EXPENSES. ADDITIONAL MEDICAL COSTS WILL BE COVERED BY COUNTRY FUNDS (FIRST) AND CTFP CENTRAL FUNDS (SECOND). DSCA-DBC WILL ADVISE SO/LIC OF MAJOR MEDICAL BILLS, I.E. ANY BILLS OVER ONE THOUSAND FIVE HUNDRED DOLLARS.

(H) DSCA DBC DIVISION WILL WORK WITH EACH CTFP FUNDING RECIPIENT TO ENSURE THAT ALL FINANCIAL TRANSACTIONS FOR THE PROGRAM ARE HANDLED IN SUCH A WAY AS TO BE ACCURATE AND AUDITABLE. IF THERE IS ANY QUESTION THAT ACCOUNTS ARE NOT AUDITABLE, DSCA-DBC WILL IMMEDIATELY NOTIFY SO/LIC.

(I) TO PERMIT APPROPRIATE IDENTIFICATION AND OBLIGATION OF FUNDS, BY COUNTRY, FUNDING FOR THE CTFP WILL BE PROVIDED FROM DSCA DBC DIVISION TO THE MILDEPS VIA THE PBAS SYSTEM.

(J) AFTER MILDEP STLs HAVE BEEN CERTIFIED AS ACCURATE BY SO/LIC, DSCA-DBC DIVISION WILL ISSUE ALL FUNDING (TO THE NEAREST THOUSAND) EACH QUARTER BASED ON REQUIREMENTS FOR THAT QUARTER IN THE COUNTRY'S STLs.

(K) MILDEPS WILL NOT BE PERMITTED TO AUTHORIZE CTFP TRAINING FUNDING AUTHORITY UNTIL SO/LIC HAS PROVIDED FINAL POLICY APPROVAL VIA THE CTFP FUNCTIONS ON THE SANWEB.

(L) DSCA DBC DIVISION WILL CONDUCT COMPTROLLER REVIEWS OF THE PROGRAM AS REQUIRED DURING THE FISCAL YEAR AND NOTIFY SO/LIC/CTFP OF FINDINGS AND RECOMMENDATIONS FOR IMPROVEMENT.

(M) DSCA DBC DIVISION WILL WORK WITH EACH MILDEP TO ADDRESS ANY FUNDING REQUIREMENTS NOT IMMEDIATELY APPARENT IN THE COUNTRY STL. THIS INCLUDES, BUT IS NOT LIMITED TO, ISSUES REGARDING MEDICAL BILLS, UNFORESEEN TRAVEL REQUIREMENTS, STUDENT PER DIEM, ETC. DSCA-DBC WILL NOTIFY SO/LIC IF ADDITIONAL FUNDS ARE NEEDED DUE TO TRAINING EXTENSIONS. THE DECISION TO EXTEND A STUDENT WILL BE MADE BY SO/LIC.

(N) DSCA-DBC DIVISION WILL PROVIDE A MONTHLY STATUS REPORT TO SO/LIC AND THE COCOMS ON FUNDS RELEASED, NORMALLY WITHIN ONE WEEK AFTER THE LAST DAY OF EACH MONTH. THE STATUS REPORT WILL INCLUDE DATA FOR THE FISCAL YEAR UP THROUGH THE LAST DAY OF THE PREVIOUS MONTH. THE REPORT WILL ALSO IDENTIFY ANY FINANCIAL ISSUES THAT MAY IMPACT THE PROGRAM.

(O) DSCA DBC DIVISION WILL ENSURE COURSE PRICING IS ACCOMPLISHED IN ACCORDANCE WITH CURRENT PRICING GUIDELINES FOR SECURITY ASSISTANCE COURSES.

7. CTFP ANNUAL TIMELINE AND MILESTONES:

(A) COUNTRY ALLOCATIONS FOR THE FOLLOWING FISCAL YEAR WILL BE FINALIZED AND DISTRIBUTED BEFORE THE FIRST TPMR.

(B) COUNTRY CTFP TRAINING PLANS WILL BE COMPLETED AND REVIEWED BY THE COCOM CTFP PROGRAM MANAGER PRIOR TO THE TPMR.

(C) ANY CHANGES TO COUNTRY PLANS FOR THE CURRENT FY MUST BE COMPLETED BY JUNE 1ST AND BE REFLECTED IN THE COUNTRY S STL. BEGINNING JUNE 1ST, SO/LIC WILL REVIEW ALL STLS AND IDENTIFY SHORTFALLS AND OVERAGES IN THE COUNTRY PROGRAMS. COUNTRY ALLOCATIONS NOT PROGRAMMED IN THE STL WILL BE WITHDRAWN TO CTFP CENTRAL FUNDS. REALLOCATIONS OF THESE FUNDS WILL BE MADE TO SUPPORT PROGRAM GOALS AND OBJECTIVES.

(D) UNFUNDED REQUIREMENTS CAN BE SUBMITTED TO SO/LIC AT ANY TIME DURING THE YEAR BY A COCOM CTFP PROGRAM MANAGER. FOLLOWING THE PROGRAM REVIEW BEGINNING JUNE 1ST OF THE YEAR, SO/LIC WILL REALLOCATE REMAINING FUNDS THROUGH THE UNFUNDED REQUIREMENTS SUBMITTED BY THE COCOM CTFP PROGRAM MANAGERS.

8. THIS MESSAGE HAS BEEN COORDINATED WITH OASD (SO/LIC). SO/LIC POC FOR THE CTFP IS DAVID RADCLIFFE, PHONE (703) 696-7182 OR DSN 426-7182, EMAIL, [DAVID.RADCLIFFE@OSD.MIL](mailto:DAVID.RADCLIFFE@OSD.MIL). DSCA POC FOR THE CTFP IS KAY JUDKINS, POLICY, PLANS AND PROGRAMS DIRECTORATE, PHONE (703) 601-3719 OR DSN 329-3719, EMAIL [KAY.JUDKINS@DSCA.MIL](mailto:KAY.JUDKINS@DSCA.MIL). DSCA FININCAL POC FOR THE CTFP IS DEBBIE SPENCER, DEFENSE BUDGETS AND CONTRACTS DIVISION, PHONE (703) 604-6577 OR DSN 664-6577, EMAIL [DEBBIE.SPENCER@DSCA.MIL](mailto:DEBBIE.SPENCER@DSCA.MIL).

THIS IS THE THIRD (AND MOST RECENT) CTFP GUIDANCE MEMO ISSUED 23 MAY 2005



SPECIAL OPERATIONS  
& LOW INTENSITY  
CONFLICT

ASSISTANT SECRETARY OF DEFENSE  
2500 DEFENSE PENTAGON  
WASHINGTON, DC 20301-2500

**MAY 23 2005**

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Regional Defense Counterterrorism Fellowship Program Interim  
Guidance Memorandum No. 1

- REFERENCES:
- (a) DoD Directive 5111.10, "Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict (ASD (SO/LIC)), March 22, 1995
  - (b) USD (Policy) memorandum, "Regional Defense Counterterrorism Fellowship Program," March 22, 2002
  - (c) SecDef Washington DC 251853ZMAR03, "Implementation Guidance for Regional Defense Counterterrorism Fellowship Program"
  - (d) DSCA message 0409271859Z "Implementation Guidance Message Number Two for Regional Defense Counterterrorism (CT) Fellowship Program, DSCA Policy 04-40
  - (e) 10 U.S.C. 2249c
  - (f) USD (Policy) memorandum "Policy Guidance for the Regional Centers for Security Studies" January 28, 2005

Pursuant to references (a) and (b), the following interim guidance for the Regional Defense Counterterrorism Fellowship Program (CTFP) is provided. This guidance supersedes references (c) and (d) to the extent they are inconsistent with this memorandum.

The CTFP is a Department of Defense (DoD) security cooperation program authorized initially in the Department of Defense Appropriations Act, 2002, Public Law 107-117, and permanently authorized in the National Defense Authorization Act for Fiscal Year 2004, Public Law 108-136 (10 U.S.C. 2249c), reference (e). This legislation allows the DoD to provide foreign military officers, ministry of defense officials, and foreign security officials education and training to enhance regional cooperation in the Global War on Terrorism (GWOT). This authority complements other existing programs, such as International Military Education



and Training (IMET), and authorizes the Secretary of Defense to expend Title 10 funds to cover these education and training costs.

The CTFP is focused on developing partnerships that will interlock with overall U.S. efforts in combating terrorism. Filling a unique educational niche, the CTFP will be utilized in conjunction with other engagement tools, e.g., IMET, Joint Combined Exchange Training (JCETs), Subject Matter Expert Exchanges (SMEEs), Counter Narco Terrorist (CNT) training, Cooperative Threat Reduction (CTR)-related training, and Defense and Military Contacts (DMC) programs.

The goals of the CTFP are to:

- Build the counterterrorism capabilities and capacities of partner nations;
- Build and strengthen a global network of combating terrorism experts and practitioners committed to participation in support of U.S. efforts against terrorists and terrorist organizations; and
- Counter ideological support for terrorism.

Education and training will be a mixture of existing, traditional programs and activities designed to strengthen individual, country, and regional combating terrorism capabilities and capacities.

The CTFP may provide education and training to foreign military officers, ministry of defense officials, and foreign security officials. Education and training may be provided at U.S. military educational institutions, regional centers, conferences, seminars, or other education and training programs. A prerequisite for CTFP funding for an education or training activity is that the event will provide unique combating terrorism education or training as identified by the Combatant Command and approved by the Office of the ASD(SO/LIC). The CTFP may pay for all costs associated with such education and training, including, but not limited to, transportation, travel and subsistence, related orientation programs (such as English language training), course curriculum development, program management, and the costs of U.S. military personnel and civilian officials whose participation directly contributes to the education and training of the foreign participants.

Pursuant to reference (a), ASD(SO/LIC), under the Under Secretary of Defense for Policy, serves as the senior policy official for the CTFP and provides guidance to the Director of the Defense Security Cooperation Agency (DSCA), who is responsible for program execution and administration. The Combatant Commanders are responsible for developing annual CTFP plans in their areas of

responsibility. Separate planning notification will be provided annually for this effort in coordination with DSCA prior to the Training Program Management Reviews (TPMRs).

The ASD(SO/LIC) will exercise policy oversight of the CTFP through the Deputy Assistant Secretary of Defense for Special Operations and Combating Terrorism (DASD(SO&CT)), who will set program goals and objectives, establish priorities, and coordinate the integration of CTFP into the security cooperation efforts of the Combatant Commands.

The DASD(SO&CT), in coordination with the Director of DSCA, will establish procedures for the CTFP, to be disseminated under separate cover. Additionally, the DASD(SO&CT) will:

- Request DSCA, as required, to integrate the CTFP into future training and fiscal management software, and provide appropriate training on those systems to Combatant Command CTFP coordinators. The CTFP will fund all costs related to these efforts;
- Coordinate with Joint Special Operations University (JSOU) regarding development of programs and courses that address academic gaps in the combating terrorism-related education and training available to international students;
- Ensure that courses and other activities, and the individual students selected for participation in the CTFP, meet the applicable requirements of law and DoD policy and fulfill the goals of the program;
- Will approve each proposed CTFP education and training course or event, and the candidates for participation in such course or event, in coordination with the Office of the General Counsel of the Department of Defense;
- Participate in the TPMRs to ensure that the CTFP is integrated into the annual security assistance training cycle;
- Participate in DSCA-sponsored annual training policy meetings and other meetings involving the CTFP program;
- Establish partnerships with academic institutions and manage CTFP invitational programs;

of the CTFP into Combatant Commander regional security cooperation plans. Combatant Commander CTFP plans will show clear linkage to other regional security cooperation goals.

The CTFP complements the five regional centers for security, defense, and strategic studies, helping them achieve their core objectives in each of the Combatant Commands as stated in reference (e).

The Commander, U.S. Special Operations Command (USSOCOM), will advise and assist other Combatant Commanders in developing CTFP plans that are focused on combating terrorism.

This guidance is effective immediately, and will be consolidated in a forthcoming DoD issuance.

My point of contact for this guidance is Ms. Lisa Moskowitz, CTFP Program Director, (703) 697-3033/696-7744.

A handwritten signature in black ink, appearing to read 'Tom O'Connell', with a stylized, sweeping underline.

Thomas W. O'Connell

Attachments  
As stated

## **SPECIAL EDUCATION & TRAINING PROGRAMS**

### **WAR COLLEGES AND COMMAND & STAFF COLLEGES**

1. War Colleges and Command & Staff College (Senior & Mid-Level Service School) quotas are limited. Therefore, SAOs should forecast budget year requirements as accurately as possible. When forecasting War College or Mid Level requirements, the request should be an actual indication of the country's desire to participate in the program - - not an arbitrary SAO request made to obtain an allocation in hopes that the country might accept it. SAOs should refer to the individual MILDEP's training guides for additional information on each course.

2. SAOs must list all Senior and Mid Level Budget Year (FY07) requirements in their **“Combined Education & Training Program Plan”**.

3. **Senior Service School Recommendations.** HQ USEUCOM will prioritize all War College requirements in accordance with the HQ USEUCOM Theater Security Cooperation Plan (TSC) and forward our prioritized recommendations to the Joint Staff or appropriate Military Department for consideration in June 2006. The message submitting FY06 Senior Service Schools recommendations is posted on the EUCOM Bulletin Board on the SAN Web.

4. **Mid Level Service School Recommendations.** Unified Command recommendations are also provided to the military departments for allocations to these Command & Staff Colleges: Army Intermediate Level Education, Navy Staff College, Air Command and Staff College, and U.S. Marine Corps Command and Staff College. Additionally, we submit a priority list for Army Sergeants Major Academy allocations.

### **SENIOR SERVICE SCHOOLS (WAR COLLEGES)**

**NATIONAL DEFENSE UNIVERSITY INTERNATIONAL FELLOWS PROGRAM (NDU IFP), B171801 or B171806:** Annually, CJCS invites foreign military forces to participate in the NDU-IFP. Based on inputs from the regional CINCs, Services, and NDU, the Joint Staff/J5 recommends nominees to the Chairman. This program provides senior military officers the opportunity to participate in either the National War College (NWC – MASL B171801) or the Industrial College of the Armed Forces (ICAF – MASL B171806). The course is a year long and starts in late June. There are about 50 quotas worldwide for the NDU each year; split about 30 for NWC and 20 for ICAF. Both ICAF and NWC prepare selected military officers and civilians for senior leadership and staff positions. ICAF conducts a postgraduate, executive level, course of study in national security resources and associated research, with special emphasis on materiel acquisition and joint logistics and their integration into national security strategy. Letters of invitation include specific guidelines concerning individual qualifications; NDU provides sponsorship, curriculum, and logistics details. In nominating countries and in selecting individual attendees, the following key selection criteria should be taken into account:

- Active duty military of any service
- Genuinely fluent in the English language
- Not presently assigned as an attaché to the U.S.
- O-6 equivalent or higher (may be waived).
- 15 years service and held high level command and staff positions (may be waived).
- Baccalaureate degree and staff college or equivalent (may be waived).

SAOs desiring NDU IFP consideration informally forecast their requirements in their **Combined Education & Training Program Plan** and program the requirement on their STL at the TPMR. CJCS invitations are normally extended in the fall for the next summer's class.

**ARMY WAR COLLEGE INTERNATIONAL FELLOWS PROGRAM (AWCIFP) - B171800.** Chief of Staff, Army (CSA) offers approximately 40-42 invitations worldwide per year. AWC is a one-year course that commences in June. SAOs desiring AWCIFP consideration should forecast their requirement in their **Combined Education & Training Program Plan** and ensure it is entered on their STL at the TPMR. CSA invitations are normally extended in the fall preceding the summer class start.

**NAVAL COMMAND COLLEGE (NCC) - P171001.** CNO extends 40 invitations worldwide per year. In preparation for the TPMR, SAOs forecast the requirement in their **Combined Education & Training Program Plan** and program the quota requirement on their STL at the TPMR. Navy POLMIL (OP-615) formulates a country priority listing for CNO approval. NCC is strictly a CNO discretionary program and attendance is only by invitation. NCC invitations are normally extended in the early fall for the next summer's class.

**AIR WAR COLLEGE (AWC) - D171010.** There are 42 AWC quotas available for annual worldwide allocation. It must be forecast in the **Combined Education & Training Program Plan** and programmed at the TPMR, for planning purposes only, subject to receipt of CSAF invitation. The Air Staff will formulate a list of approved countries for CSAF invitation. CSAF invitations are normally extended in the fall for the next summer's class.

### **MID LEVEL SERVICE SCHOOLS (COMMAND & STAFF COLLEGES) and ARMY SERGEANTS MAJOR ACADEMY**

**U.S. ARMY COMMAND GENERAL STAFF COLLEGE (CGSC) - B171768.** The U.S. Army Command and General Staff College has been renamed as **“Intermediate Level Education – ILE”**. As part of the total re-design of CGSC/ILE course frequency and availability of international quotas has changed due to physical school-house construction underway at Ft Leavenworth.

Where CGSC was conducted only once a year with 90 international quotas, ILE will offer three classes in 2006~early 2007. The first class will be in January 2006 and will have 27 international quotas. The second class will be in June 2006 and have 64 international quotas. The third class will be in January 2007; again with 27 international quotas. Starting with the June 2007 class the school will revert to a one class per year schedule with a total of 115 worldwide international quotas.

SAOs are allowed to program ILE requirements in the STL at the TPMR. However, each STL has the “comment” that the programming is for planning purposes only, and subject to the actual invitation by the U.S. Army. SAOs must submit their total ILE requirements during the TPMR Army Review Panel. International officers are required to attend the Allied Officers Preparatory Course. Non-English speaking students (ECL of 80-90) attend a Phase I 4-week preparatory course (B171766), which normally begins in June. This is followed by a Phase II 2.4-week course (B171768).

**NAVAL STAFF COLLEGE (NSC) - MASL ID P171002 & P171010.** The U.S. Navy is conducting an experiment to determine if the Naval Staff College should continue to conduct a six month course (P171002) or institute a 10 month course (P171010). The decision on whether to continue the six month course or institute the 10 month course is being made as this guide went to press. The explanation that follows ‘assumes’ the Navy will continue practice during FY06 that we have experienced in FY04 and FY05: the Navy will offer a six month class starting in January each year and a 10 month class starting in July. There will be 48 quotas for the January (six month) class worldwide. There will be 20 quotas for the July (10 month) course worldwide. SAOs are authorized to program two NSC spaces (1 per class into the STL in preparation for the annual TPMR. Following the TPMR, Navy (OP-615) will extend invitations for each class. The NSC allocation system is based upon unified command recommendations and U.S. political-military considerations.

**MARINE CORPS COMMAND AND STAFF COLLEGE (MCCSC) MASL ID P171801.** The Commandant of the Marine Corps (CMC) extends 28 MCCSC invitations worldwide per year. The class commences in August. In preparation for the TPMR, SAOs are authorized to program one MCCSC space into the STL, subject to receipt of invitation. USMC POLMIL formulates a priority list for CMC approval.

**AIR COMMAND AND STAFF COLLEGE (ACSC) - MASL ID D171002.** There are 72 ACSC quotas available for annual worldwide allocation. In preparation for the TPMR, SAOs are allowed to program a maximum of two ACSC quotas into the STL (SAOs are guaranteed at least one ACSC space; requests for an additional space will be placed on standby status). SAOs should identify candidate(s) by name to Air Force Security Assistance Training (AFSAT), NLT 1 January before the summer start of ACSC.

**JOINT AND COMBINED STAFF OFFICER SCHOOL (JCSOS) – MASL ID P171014.** Commonly referred to as the “Armed Forces Staff College” the JCSOS is a 12-week course conducted four (4) times a year. The course teaches joint and combined organization, planning, and operations and related aspects of national and international security to enhance the preparation of selected military officers for duty in all echelons of joint and combined commands. Students are introduced to the peacetime and crisis action planning process: deliberate planning and crisis action procedures, respectively. International students desiring to attend the JSOS must have completed either a U.S. service specific mid-level school (i.e. US Army Command & General Staff College) or another recognized mid-level service school in their own, or another, country. The JCSOS is programmed through the US Navy (NETSAFA), and there are no quota limitations.

**U.S. MARINE CORPS EXPEDITIONARY WARFARE SCHOOL (EWS) - MASL ID P171818.** There are 22 EWS quotas available worldwide per year. EWS is located in Quantico, Virginia. This 42 weeks course is a career level professional military education school. EWS prepares Marine Corp Captains to function as commanders and staff officers at the appropriate level of the Operating Forces by providing instructional emphasis on command and control, combined arms operations, war fighting skills, tactical decision making, Marine Air Ground Task Force expeditionary operations, and Naval operations. The following course prerequisites are required: 80 ECL, and equivalent rank/grade of Captain/0-3. The SAO can program EWS with the NETSAFA country desk officer.

**U.S. ARMY SERGEANTS MAJOR ACADEMY (SMA) INTERNATIONAL STUDENT PROGRAM - MASL ID B171200.**

There are 50 SMA quotas available for a nine-month course that starts in August each year. The SMA course will not be programmed in the STL unless the country has received a CSA invitation. SAOs should submit SMA requirements at the TPMR and include in their Combined Education and Training Program Plan. Once a CSA invitation is extended, IMS candidate must meet the following course prerequisites: have a minimum 80 ECL; have an equivalent grade of Master Sergeant or above, be on active duty.

SMA is the only training for international enlisted members that encourages dependents to accompany the student.

## **SPECIAL EDUCATION & TRAINING PROGRAMS**

### **EXPANDED IMET (E-IMET)**

1. The Expanded IMET component of the IMET program is designed to educate foreign leaders in human rights, national level budget/resources planning and management principles, civilian control of the military, and the principles of law. This education is available to professional military personnel, civilian defense leaders, other ministry officials (parliament, foreign affairs, etc.), and even non-government officials (NGO). E-IMET includes both formal courses of instruction conducted in the United States and training conducted in your country by U.S. Mobile Education Teams (MET). **Most MET offerings are tailored to specific country needs identified by you, the country, and many of the E-IMET activities when they conduct periodic visits throughout the year.**
2. E-IMET is not an additional source of funds. E-IMET is simply a component of the normal IMET program and funding. However, countries that make extensive use of E-IMET receive priority consideration for additional funds during the End-of-Year IMET review.
3. Only selected training that meets specific E-IMET objectives is counted as E-IMET. These courses and Mobile Education Teams are listed in the **“Expanded IMET Handbook”**, updated 12 September 2005. It can be found at this web site: <http://www.disam.dsca.mil/itm/References/E-IMET/EIMET-HB.pdf>
4. There are some key things to remember about Expanded IMET training. These are:
  - a. Expanded IMET is open to military members of the host country, civilians of the host government, and civilians of non-governmental organizations (NGO) if the NGO have a relationship with the host country military.
  - b. Expanded IMET consists of training in the United States and training in the host country by Mobile Education Teams (MET).
  - c. Normal IMET waiver requirements such as minimum duration, high cost, and post graduate education limitations do not apply to the Expanded IMET program.
5. The major E-IMET Activities or programs are shown below. There are many more activities, course, and Mobile Education Teams (MET) available under E-IMET. Check the E-IMET Catalog (web site shown above) for the other available activities.

### **Defense Institute of International Legal Studies (DIILS)**

- **Web Site:** <http://www.dsca.osd.mil/diils/>

The Defense Institute of International Legal Studies (DIILS) provides expertise in over 250 legal topics of Military Law, Justice Systems, and the Rule of Law, with an emphasis on the execution of Disciplined Military Operations. DIILS has presented programs to over 13,500 senior military and civilian government officials in 75 countries worldwide since its inception in late 1992. Typically, the program is accomplished through multiple phases that allow for tailoring curriculum to the host country. The U.S. presenters are members of the U.S. military services, Coast Guard, and civilian subject matter specialists. Seminars are designed for an audience of 40 to 60 executive personnel from the military and civilian sectors of the host country.

During the initial survey visit by the DIILS team, meetings are held with senior military and civilian officials of the host country to gain insight into appropriate subject areas. After this survey, a delegation from the host country is invited to come to the United States to finalize the seminar content. During this curriculum development phase, the delegation visits military installations, civilian institutions, and key individuals to gain insight into proposed subjects. After the survey and the curriculum phases are completed, the seminar is presented in conjunction with presenters from the host country. DIILS utilizes presentation methods that compel interaction between the participants and the presenters. Discussion groups, lecture, and problem solving involving actual situations are utilized to create a valuable experience for participants and presenters. Successive seminars are developed to build

on the relationships and topics that come from the first seminar. These follow-on seminars are not limited, as DIILS will continue to work with the host nation to develop additional topics and seminars that are of value.

## **Naval Post Graduate School of International Graduate Studies (SIGS)**

- **Web Site:** <http://www.nps.navy.mil/inps/SIGS.htm>

SIGS is the newly designated school, located at the Naval Post Graduate School, Monterey California that includes the following E-IMET activities.

## **Defense Resources Management Institute (DRMI)**

- **Web Site:** <http://www.nps.navy.mil/drmi>

DRMI is an educational institution sponsored and supervised by the Secretary of Defense and located at the Naval Postgraduate School in Monterey, California. Since 1965, the Institute has conducted professional education programs in analytical decision-making and resources management for military officers of all services, and senior civilian officials of the United States and 125 other countries. These programs are presented on a regularly scheduled basis at DRMI in Monterey, and by specific arrangement in other locations in the United States and overseas. The principal focus of all DRMI programs is developing an understanding and appreciation of the concepts, techniques, and decision-making skills related to defense resources management. The goal of the Institute's programs is to enhance the effective allocation and use of resources in modern defense organizations.

The central focus of all educational programs conducted by DRMI is analytical decision making. The emphasis is not on training in job-specific skills, but rather on the concepts, techniques, and issues that pervade defense resources management decision making in most mid-management through executive level positions. Each course provides a multi-disciplinary program which encourages participants to: Develop an understanding of concepts, principles, methods, and techniques drawn from: Management Theory -- examination of the current state of management thought and organized action; Economic Reasoning -- topics dealing with the basic tenet of scarcity of resources relative to competing needs and wants; and Quantitative Reasoning -- the basic language and analytic tools which are the foundation of modern decision theory. Students integrate these ideas into a systematic process for resources allocation decision making and effective resource utilization, and apply these concepts to illustrative examples of: Allocating, analyzing and evaluating management systems, programs, and policies; and maximizing benefits within existing resource constraints, or minimizing resource consumption to achieve a predetermined level of benefit.

## **Center for Civil Military Relations (CCMR)**

- **Web Site:** <http://www.ccmr.org>

CCMR is dedicated to strengthening democratic civil-military relationships and assisting other nations make integrated defense decisions. CCMR is supported by a faculty of prominent scholars, government officials, and military officers. Courses are offered both overseas and in-residence.

CCMR offers a series of civil-military relations seminars (METs) tailored to meet the needs of the host country. METs are conducted both overseas and in-residence by distinguished faculty selected for their expertise in the specific topics of interest to the recipient country. These intensive five-day seminars are designed for mixed groups of senior military and civilian officials, legislators, and non-governmental personnel. MET topics include: security strategy development, democratic civilian control of intelligence, Ministry of Defense organization, roles and missions of armed forces, national decision-making for peacekeeping, legislative issues in civil-military relations, and many other variations on the defense decision-making theme. MET curricula have a strong problem-solving focus designed to help participants analyze and resolve civil-military conflicts, and to provide them with the tools to strengthen civilian oversight and address the underlying causes of civil-military conflict in democracies.

CCMR and the SIGS offer a fifteen-month curriculum that leads to a MA Degree in International Security and Civil-Military Relations. The curriculum provides students with a comprehensive understanding of the real

problems surrounding civilian oversight of a professional military in a democracy. The program is designed for military officers (O-3 to O-5) and equivalent civilian officials involved in defense policy making. As part of the degree, the students are required to complete a thesis that deals with a significant civil-military issue for their country. The program is also designed to provide graduates with the tools they need to initiate and teach civil-military relations programs in their own countries.

## **Defense Institute for Medical Operations (DIMO)**

- **Web Site:** <http://www.brooks.af.mil/web/DIMO/dimo-index.htm>

In support of Department of Defense (DoD) requirements, the mission of the Defense Institute for Medical Operations (DIMO) is to identify, develop, market and manage education and training programs for research, teaching, coaching and consulting related to the management of military healthcare systems and services.

DIMO serves as the world's access point for military healthcare management education and training services provided on by DoD for the International Community. DIMO is intended to improve the ability to provide a joint service response to medical training and education initiatives and permit more comprehensive engagement with international customers.

Recent healthcare reforms in the United States Department of Defense and in other countries have shown the value of increasing the effectiveness and efficiency of healthcare services. The complexity of healthcare systems today creates the need for increased management education and greater international cooperation to adequately deal with the issues involved.

### **DIMO's Program Objectives are:**

- Enhance global medical response.
- Develop test, evaluate, coordinate, lead, and implement domestic and international medical education and training programs in support of the United States National Security Strategy.
- Enhance force health protection by underscoring military-military and military-civilian partnership at home and abroad.
- Augment healthcare practice, policy and strategy templates that address challenges and consequence management.
- Share/integrate education and training programs with domestic partners in support of Homeland Security.

## **International Defense Acquisition Resource Management (IDARM) Program**

- **Web Site:** <http://www.nps.navy.mil/idarm>

The IDARM program is intended to strengthen democratic relationships and international security cooperation through acquisition education, research and professional service.

- **Education:** To develop problem solving and decision-making skills through analysis and critical review.
- **Research:** To conduct studies that support policy-making and improve acquisition processes.
- **Professional Service:** To provide leadership and professional expertise in support of international partners.

The primary focus of the program is to strengthen the managerial competencies of the military and civilian leaders responsible for a nation's defense acquisition processes. For many countries, particularly in emerging democracies, acquisition processes are evolving and the question of developing a structured approach to defense acquisition resource management has not been fully addressed. In other nations, improving the existing defense acquisition process is important to achieving international security goals. Additionally, the understanding of other nations' resource management processes can lead to increased opportunity for cooperative development programs and the associated reduction in risk and costs. The benefits can also be extended to the relationship of defense acquisition management to multi-national defense agreements, such as NATO. The International Defense Acquisition Resource Management (IDARM) program was established in order to assist host nations in addressing these issues.

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## **CHAPTER SIX**

### **HQ USEUCOM EDUCATION & TRAINING FORA** **AND** **COMBINED EDUCATION & TRAINING PROGRAM PLANS**

#### **SECURITY ASSISTANCE TRAINING MANAGEMENT SEMINAR**

1. HQ USEUCOM, ECJ4-ID, conducts an annual Security Assistance Training Management Seminar each autumn that provides initial training to DoD and State Department personnel who manage SA training programs. The FY06 seminar will be conducted 5-9 December 2005. This training is authorized by DOD Directive 2055.3; Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel.

2. Objectives of the Seminar are:

- a. To provide an overview of the role of the United States European Command (USEUCOM) in support of U.S. foreign policy objectives.
- b. To provide an orientation on the role of the HQ USEUCOM Logistics and Security Assistance Directorate in support of SA programs within USEUCOM.
- c. To provide instruction for planning, programming, and implementing U.S. SA education and training conducted under the International Military Education and Training (IMET) program, Foreign Military Sales (FMS) agreements, and/or the Counterterrorism Fellowship Program (CTFP).
- d. To provide instruction on the types of training available to achieve U.S. and host country objectives; i.e., formal courses, observer/OJT, mobile training teams, orientation tours, etc.
- e. To introduce management techniques and concepts which will enable SA training personnel to meet SA training program goals and objectives.
- f. To prepare assigned SAO personnel for their responsibilities in planning, developing, submitting, and defending the projected host country training requirements at the annual HQ USEUCOM Security Assistance Training Program Management Review (TPMR).

3. If you are directly involved in Security Assistance Training Program management and believe you or your successor would benefit from this seminar you should respond to the annual screening message and/or express your interest to one of the HQ USEUCOM staff officers in ECJ4-ID/SCP.

## HQ USEUCOM TRAINING PROGRAM MANAGEMENT REVIEW (TPMR)

1. The FY 06/07 HQ USEUCOM SA TPMR will be conducted 23~28 April 2006 in Grainau (Garmisch), Germany. The purpose of the TPMR is to:
  - a. Review and discuss training policy matters, training planning, military department interest items, and review significant FY06/07 training developments.
  - b. Review FY06 program implementation, conduct a detailed review of FY07 training program planning, and a general review of FY08 training program planning.
  - c. Review country requirements for FY07 Senior Service Schools (War Colleges) and Mid Level Professional Education (Command & Staff Colleges).
  - d. Review country requirements for FY07 training under the Expanded IMET Initiative.
  - e. Begin the FY06 IMET End-of-Year review for changes to country IMET funding requirements.
  - f. Review FY07 IMET requirements that require policy waivers or special approval for IMET funding
2. The TPMR will be six working days long; from Sunday through Friday and will be divided into three phases.
  - a. A one-day session on Sunday, 23 April devoted to selected small IMET programs and the Counterterrorism Fellowship Program (CTFP).
  - b. A one-day plenary session for briefings and discussions of general interest to the entire audience.
  - c. Four days for SAOs to meet individually with five different panels to help tailor each country's training program. These five panels are; Policy panel, Resources panel, Army panel, Maritime panel, and Air Force panel. Review sessions will be conducted, as necessary, to accomplish objectives stated above.
    - The Resources panel will include members from various international education and training organizations, such as DLIELC, CECOM, Defense Institute for International Legal Studies (DIILS), Center for Civil-Military Relations (CCMR) , Defense Resources Management Institute (DRMI), and more.
    - Additionally, HQ USEUCOM and DISAM will offer individual, tailored, training sessions for all SAOs on the Security Assistance Network (SAN) and TMS.
3. Preparation guidance for the TPMR is shown on the following pages. Whether you attend the TPMR or not, there are actions you must perform to ensure the FY 07/08 training programs for your country are properly represented either by yourself or HQ USEUCOM. This information and the "how to do" sheets will help you prepare for the TPMR.
4. It is **IMPERATIVE** that your “**Combined Education & Training Program Plan**” be:
  - a. **ACCURATE!** This HQ and many other agencies will refer to your plan throughout the year for information that will effect your program; such as requirements for Senior PME, etc.
  - b. **SUBMITTED ON TIME!** Without your “**Combined Education & Training Program Plan**” the SA training community cannot take actions to ensure you get the program you and your country want.
5. A list of likely TPMR invitees is provided on page 6-3. The “**Combined Education & Training Program Plan**” **template** and guidance for on-line preparation of your CETPP start on page 6-4.

## LIKELY TPMR PARTICIPATION

Department of State (SECSTATE )

Defense Security Cooperation Agency (DSCA)  
 Center for Civil Military Relations (CCMR)  
 Defense Institute for International Legal Studies (DIILS)  
 Defense Institute of Security Assistance Management (DISAM)  
 Defense Language Institute English Language Center (DLIELC)  
 Defense Resource Management Institute (DRMI)  
 International Defense Acquisition Resource Management (IDARM) Program  
 Defense Institute of Medical Operations (DIMO)

Office of the Assistant Secretary of Defense – Special Operations & Low Intensity Conflict (ASD – SO/LIC)

Headquarters United States European Command (HQ USEUCOM)  
 United States Army Europe (USAREUR)  
 United States Air Force, Europe (USAFE)

Headquarters Department of the Army (DASA-DEC)  
 Security Assistance Training Field Activity (SATFA)  
 Security Assistance Training Management Office (SATMO)  
 United States Army Health Support Agency  
 Communications and Electronics Command (CECOM)

Department of the Navy International Programs Office (Navy IPO)  
 Naval Education and Training Security Assistance Field Activity (NETSAFA)  
 School of International Graduate Studies (SIGS)

United States Marine Corps (USMC)

United States Coast Guard (USCG)

Headquarters, United States Air Force (USAF)  
 Air Force Security Assistance Training (AFSAT)

Selected DoD Schools and International Training Program Agencies or Activities

Tentatively; training program managers from the following countries. Country representation may be added or deleted in the TPMR planning process as dictated by current events, program status, and other factors.

Albania	Estonia	Malawi	Senegal, Gambia & Guinea Bissau
Algeria	France	Mali	Serbia and Montenegro
Angola	Gabon & Sao Tome	Mauritania	Sierra Leone
Armenia	Georgia	Moldova	Slovakia
Azerbaijan	Germany	Morocco	Slovenia
Belgium & Luxembourg	Ghana	Mozambique	South Africa, Lesotho & Swaziland
Bosnia-Herzegovina	Greece	Netherlands	Spain
Botswana	Guinea	Niger	Sweden
Bulgaria	Hungary	Nigeria	Switzerland
Cameroon	Israel	Norway	Tunisia
Chad & C.A. R.	Italy	Poland	Turkey
Congo: Both Kinshasa & Brazzaville	Latvia	Portugal	Uganda
Croatia	Liberia	Romania	Ukraine
Czech Republic	Lithuania	Russia	United Kingdom
Denmark	Macedonia	Rwanda	Zambia

## **COMBINED EDUCATION & TRAINING PROGRAM PLAN (CETPP)**

This section contains two products. The first product is the:

### **CETPP MS-WORD TEMPLATE**

This template starts on the next page and finishes on page 6-15. It shows you the questions/topics (as a minimum) that you should consider when developing your combined education & training plan and the appendixes that should be included when submitting your plan for the TPMR in April 2006.

We recommend that you develop your CETPP first as an MS-WORD document that you can use to import into the final CETPP that is required to be submitted as an on-line document. This will enable you to actually accomplish the CETPP at your pace over a period of days or weeks and then import the finished product by performing ‘cut & paste’ functions in the appropriate portions of the on-line CETPP.

This will enable you to create the on-line CETPP quickly, without losing data due to sudden internet ‘crashes’ or timing out because you’ve been on-line too long.

The second product is:

### **Screen Captures & Guidance for Completing the “On-Line” CETPP**

These are actual screen captures of the on-line CETPP to help you navigate through the on-line CETPP. We have not included all of the possible portions of the on-line CETPP here but only a few of the key ones that you should know.

These on-line screen displays start on page 6-16.

<p style="text-align: center;"><b>COMBINED EDUCATION &amp; TRAINING PROGRAM PLAN</b> <b>(Must Be Unclassified Document)</b></p>
---

(Country)

UPDATED (Date)

**PART ONE - GENERAL INFORMATION**

**1. COUNTRY BACKGROUND.** *Country background can be found at various unclassified websites. As a minimum you should refer the reader to these two websites for country background information.*

**a. The State Department “Country Background Notes” located at this website:**  
<http://www.state.gov/r/pa/ei/bgn/>

**b. The CIA “World Factbook” located at this web site:**  
<http://www.cia.gov/cia/publications/factbook/>

**2. COMBINED EDUCATION & TRAINING PROGRAM OBJECTIVES**

**a. Specific U.S. program objectives.** *U.S. training program objectives should support objectives articulated in the Mission Performance Plan (MPP), Theater Security Cooperation Plan (TSCP) and in the DoD Security Cooperation Guidance (SCG). While the TSCP provides a seven-year focus and the SCG is limited to five years, training objectives should be near-term (two years) and be unclassified.*

**b. Host country objectives.**

**c. Significant accomplishments toward meeting these objectives.** *Provide tangible examples of how individuals applied SA training to achieve program objectives.*

**d. Future objectives and program requirements.** *This paragraph should address U.S. and host country out-year objectives with regards to SA training program requirements. Data (e.g., IMET, FMF, FMS) must closely match the inputs developed by the U.S. Country Team for the MPP and data found in the TSCP.*

**3. PROGRAM PLANNING AND IMPLEMENTATION**

**a. Program development.** *This should include a brief description of the training planning process, highlighting host country and SAO roles, problems (if any), and plans for improvement. The objective is to demonstrate an orderly process in the shaping of a training program that is in the U.S. interest and supportive of MPP, TSCP and SCG.*

**b. Explanation of host country capabilities and third country provided training.** *What are they and how do they affect/complement this SA training program?*

**c. Evaluation of prior year program successes and/or failures.** *How do they affect current program planning? This evaluation should address four specific areas shown below.*

(1). *How effectively does the host country employ the skills and training of returning SA training graduates?*

- Not effective at all    **O1**    **O2**    **O3**    **O4**    **O5**    Very Effective
- Please give a brief description of your answer above

(2). *How has training under the combined education & training program enhanced the professionalism or improved the capabilities of the host country?*

(3). *How has the combined education & training program, particularly the Expanded IMET program, contributed to effective defense resource management, concepts of civilian control of the military, and respect for internationally recognized human rights?*

(4). *Anecdotal examples of how the combined education & training program has furthered U.S. access, interests, or objectives during the past year. Do not carry forward examples from last year. These examples are often quoted in support of SA training. Effort expended throughout the year to capture anecdotal examples is offset by the value of such examples to promote combined education & training program effectiveness.*

**d. Brief explanation of what is being done to build on successes and correct/improve upon failures.**

#### **4. UNIQUE U.S. SERVICE SPECIFIC TRAINING REQUIREMENTS**

*Information that specifically elaborates on Service training programs not available in STLs, or that elaborates on high-visibility training requirements, or that supports major equipment acquisitions.*

**a. U.S. Army**

**b. U.S. Navy**

**c. U.S Marine Corps**

**d. U.S. Coast Guard**

**e. U.S. Air Force**

#### **SAO POINT OF CONTACT:**

*This should be the ODC Chief, DATT, or Training Program Manager*

#### **COUNTRY TEAM REVIEW BY:**

*This should be the Ambassador, Deputy Chief of Mission (DCM), Political Officer, or similar senior member of the country team*

## **PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**INCLUDE EACH APPENDIX THAT APPLIES TO YOUR PROGRAM OR INDICATE "N/A"**

### **APPENDIX A: PROGRAM ADMINISTRATION**

*An update to annually recurring administrative requirements.*

#### **1. Budget Year (FY07) Holidays for International Students (two in addition to U.S. holidays).**

*Two holidays students should receive while in CONUS training, in addition to U.S. holidays. The two-holiday limit will be strictly adhered to. Current year holidays will not be automatically carried over; therefore, failure to specify holidays can cause students to lose these additional days. Report occasion and date of holiday.*

**2. IMET TLA factors for the Budget Year (FY07).** *IMET cost sharing factors. Provide the following Travel and Living Allowance (TLA) information shown below for all services.*

- a. Transportation agreement with country (select one):
  - USG pays all transportation
  - Country pays all transportation
  - Country pays round trip to specific CONUS city; USG pays remainder (Specify city)
  - Country pays round trip to port-of-entry and from port-of-debarkation; USG pays CONUS transportation
  - Country pays round trip to first training site and from last training site; USG pays between training sites
  - Other (Explain)
- b. Living allowance agreement with country (select one):
  - USG pays all living allowance
  - Country pays all living allowance
  - Other (Explain)
- c. Number of travel days required to reach U.S. port-of-entry
- d. Port-of-departure/entry to/from country and servicing airport
- e. Normal U.S. port-of-entry
- f. Special factors (e.g., RON with location)
- g. Average cost of airfare (round trip ticket) per student for current year (FY06)
- h. Average cost of excess baggage per student for current year (FY06)
- i. Are dependents allowed to accompany students to schools where they are encouraged to accompany the student by DoD?

**3. Student Vetting Process.** *A two – three sentence explanation of the vetting process used by the country team vetting process for candidates scheduled to attend CONUS training and to screen individuals/units scheduled to attend in-country training (MTTs & METs).*

**4. Medical Screening & Coverage for Dependent Medical Care.** *A short explanation of the medical screening process for students and dependents, and the financial arrangements for dependent medical care for dependents who accompany or join the student during CONUS training.*

**PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM**  
**APPENDIXES**

**APPENDIX B: ENGLISH LANGUAGE TRAINING**

**1. In-Country English Training Program Overview.** *Provide a brief explanation of the country's English language program. Program information should include:*

**a. Status of current U.S. assisted ELTP.**

- (1). Instructor Training.
- (2). Instructional Materials.
- (3). DLIELC Instructional/Managerial Teams.
- (4). Language Laboratories.
- (5). Unique or Special Problems for Students Who Train at DLIELC.

**b. MoD/SAO English Language Strategic Plan.** *Note. This section is to be completed for countries with new or on-going requirements for substantial ELT support, i.e. DLIELC English Language Training Detachments (LTD); multiple DLIELC MTTs; contract ELT instructor support; large numbers of DLIELC trained instructors; and/or annual purchases of language laboratories, particularly computer, or multimedia labs.*

- (1). Purpose(s) of Country's ELT Program.
- (2). ELT Program Goals.
- (3). New ELT Program Support Requirements.
- (4). ELT Program Support Provided by Other Countries.

**2. English Language Testing and Training Waivers.** *If current status requires a change, provide your recommendation and justification for the country's proper English language waiver category; e.g., waived from all testing, waived from in-country testing, waived from the 55 minimum ECL to train at DLIELC (see Chapter 4 of this guide for more detail on waiver categories).*

**3. SAO Information For English Language Labs & Materials.**

- a. Point of Contact in SAO; name; phone number, fax number, and email address.
- b. Exact "Shipping Address" for labs and materials (not a mailing address). For example"

**SHIP TO:**           **Embassy of the United States of America**  
                              **1234 South Downtown Blvd**  
                              **Lome, Togo**

**MARK FOR:**       **Political Officer, American Embassy Lome, Togo**

## PART TWO – SECURITY ASISTANCE (IMET & FMS )TRAINING PROGRAM APPENDIXES

### APPENDIX C: SENIOR & MID-LEVEL PME SUMMARY

**a. Mid-Level and Senior Level PME Requirements.** *Show firm mid and senior level invitational PME requirements for the Budget Year (FY07) and estimated requirements for FY08 and FY09. Projections beyond the Budget Year should agree with the TSC. Include exchange agreement quotas. Indicate negative requirements.*

<u>SCHOOL</u>	Budget Year 2007	Planning Year 2008	Next Planning Yr 2009
National Defense University (Indicate NWC or ICAF below)	////////// //////////	////////// //////////	////////// //////////
National War College (NWC)			
Industrial College of the Armed Forces (ICAF)			
Army War College			
Naval Command College			
Air War College			
Army Intermediate Level Education (ILE – formerly CGSC)			
Naval Staff College 5 ½ month course			
Naval Staff College 10 month course			
Air Command & Staff College			
Marine Corps Command and Staff College			
Sergeants Major Academy			
Marine Corps Expeditionary Warfare Course			

**b. Justification:** *Provide a five to six sentence justification to help the Combatant Command and applicable service component develop a priority list for PME quotas for the Budget Year (FY07). Requests for NDU must specify either the National War College (NWC) or Industrial College of the Armed Forces (ICAF) option, and whether or not country plans to send a civilian or military student.*

**(Note.** *While you are free to request multiple Senior Service School (War College) quotas a second – or subsequent quota – will only be considered after all country requirements for first quotas have been considered. Senior Schools do not allocate more than one quota per country).*

**c. PME Exchanges:** *State which, if any, of the above requirements will be handled as “PME Exchanges”. If none then simply state: “NA”*

## **PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

### **APPENDIX D: POSITIONS OF PROMINENCE (the example shown below is different than what you will see on the SAN)**

*Positions of Prominence data will be updated annually in accordance with Chapter 10 of the SAMM. Emphasis should be placed on U.S. Country Team identification of host country positions of prominence and subsequent reporting of those current incumbents having received SA training. Less effort should be expended on reporting on the status of former incumbents of positions of prominence that received SA training. Data should be formatted in the following order:*

- (1) country*
- (2) name (last, first, middle initial)*
- (3) grade*
- (4) U.S. equivalent grade*
- (5) prominent positions held (to include all previous positions of prominence)*
- (6) current position*
- (7) academic degree (if appropriate)*
- (8) specific training completed (course, place of training, rank, year(s) attended, and source of funding)*
- (9) how the position was obtained (election, appointment, or other)*

#### **POSITIONS OF PROMINENCE FORMAT**

<b>No</b>	<b>NAME</b>	<b>RANK</b>	<b>POSITION</b>	<b>HOW OBTAINED</b>	<b>U.S. TRAINING</b>	<b>LOCATION</b>	<b>WHEN ATTENDED</b>
1.	Jones, Joe	Brig Gen	Commander, Infantry Brigade	Appointed	Army CGSC	Ft Leavenworth, KS	1985-86
2.	Abdullah, Mohamed	Foreign Minister	Foreign Minister	Appointed	Military Justice Seminar	Washington, D.C.	1992
3.	Smith, Peter	Civilian	President, National Bank	Appointed	International Defense Management Course	Monterey, CA	1994
4.	Zimbarsky, Pietor	Major General	Commander, National Army	Appointed	National Defense University	Washington, D.C.	1991

## **PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

### **APPENDIX E: IMET POLICY WAIVERS**

*All IMET-funded policy waivers requiring approval by Combatant Command and concurrence/approval by DSCA must be included in this plan. The format for requesting a policy waiver is shown below. Adjudication of waiver requests will take place during the TPMR.*

#### **IMET WAIVER REQUEST FORMAT**

SUBJECT: REQUEST FOR WAIVER FOR IMET TRAINING

THRU: HQ USEUCOM, ECJ4-ID

TO: DSCA

In accordance with Paragraph C10.6.4, Chapter 10, DOD 5105.38M, of the Security Assistance Management Manual, request that DSCA approve the use of IMET funds for the following training.

**COUNTRY:**                      **MILDEP PROGRAM:**

**TYPE OF WAIVER:** (State the specific waiver being requested: Mobile Training Team (MTT), High Cost Flight Training, Orientation Tour, Contractor Training, Level III Language Labs, Politically Sensitive Training, Five Week Duration, etc)

**REQUESTED TRAINING:** (A precise description of the training, i.e., A Mobile Training Team to instruct on requisition, preparation and processing of supplies, two weeks duration, one enlisted member, grade E-7/E-8, etc.).

Title of Course:		MASL ID:
Quantity:	Program Year:	Unit Cost:
Duration:	WCN:	TLA:
Avail Qtr:	Priority Code:	Total Cost:

**JUSTIFICATION:** A detailed justification, to include why IMET funds must be used. Justification should answer specific questions posed in the separate sub-paragraphs below.

1. **REQUIREMENTS:** Why is training needed? What capability will it develop? What is the urgency in providing this training?
2. **OBJECTIVE:** What IMET objective(s) will this training achieve? (See SAMM, Chapter 10). What alternatives to this training have been examined to include cost and availability?
3. **CAPABILITY:** Does this training capability exist in country? If not, what steps are being taken to develop this capability?
4. **QUANTITY:** What is the total number of personnel that host country will require training for in this field? How many have been trained? Considering attrition factor, how long will it take to meet host country objectives?
5. **IMPACT:** What is the impact if training is not approved?
6. **FUNDING RATIONALE:** What is the rationale for IMET funding? Why can't FMS funds be used? If country is allocated non-repayable FMF funds, why can't these funds be used?
7. **POLITICAL/MILITARY:** What political/military significance (if any) is attached to this training?
8. **BENEFITS TO U.S.:** What benefits (tangible or intangible) accrue to the United States by providing this training?

SAO CHIEF'S APPROVAL:

DATE:

HQ USEUCOM APPROVAL:

DATE:

DSCA APPROVAL:

DATE:

## **PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

### **APPENDIX F: DISTINGUISHED VISITOR (DVOT) & REGULAR ORIENTATION TOUR (OT) REQUEST**

*The majority of DVOTs and regular OTs are implemented by the National Defense University (NDU). Orientation Tours are NOT "Off the Shelf" products; they are tailored to specific country needs and require close attention by you, the SAO, to ensure the NDU plans and implements a tour that meets your objectives. This is the format to provide NDU with the basic information it needs to plan your DVOT/OT.*

#### **ORIENTATION TOUR (OT) WORKSHEET FORMAT**

- a. COUNTRY:
  - b. FY:
  - c. WCN:
  - d. Type of Tour: (State IMET or FMS, normal OT or Distinguished Visitor (DV) tour, and area or areas of interest to be covered by the tour; for example, operations, maintenance, engineering, education, flight training, technical, staff, command, professional, etc.)
  - e. Objectives: (State in specific terms, the objectives to be achieved as a result of the tour. Be specific to the point that commanders, civilian employees, briefing and training installation personnel, and other MILDEP personnel not normally associated with SA activities can assist in the achievement of tour objectives.)
  - f. Proposed Starting Date:
  - g. Alternate Starting Date:
  - h. Tour Itinerary: (Suggest an itinerary in terms of visits to specific DOD units or training installations. Itinerary suggestions should include recommended number of days at each location, not to exceed two working days per location.)
  - i. Level. (For each itinerary location provide the level at which tour personnel should be oriented in terms of flight, squadron, group battalion, division, major command, or similar identification.)
  - j. Scope. (Provide an indication as to how much detail should be given to participants. Information in this portion of the format must correlate with the objectives, length of stay at each location, and level of tour. If it is desired that participants be familiarized with specific DOD procedures and techniques on an observer basis, type of detail should be included under this heading.)
- NOTE: Provide information requested in paragraph K thru M below, as available.
- k. Names of participants: (Name, rank (U.S. equivalent), date and place of birth of each participant. Underline surname of each person.)
  - l. Assignment: Provide a brief synopsis of current or planned assignment, if applicable to the purpose of the tour, of each individual. Compare it to similar positions in the U.S. military.)
  - m. Individual characteristics: (Enter the customs of dress, language, religion, eating and drinking habits, and general demeanor of each participant.)
  - n. English capability: (Indicate ECL for each individual.)
  - o. Field Studies projects: (Describe any particular aspects of the Field Studies to be accomplished, listed in order of preference.)
  - p. Publicity: (To preclude embarrassment for the USG, the MILDEP, or the country concerned, include a brief statement regarding publicity which could be useful to achieve the tour objective.)

## **PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

### **APPENDIX G: SECURITY ASSISTANCE TRAINING TEAM (MTT, ETSS, Etc.) REQUESTS**

*Since most SA teams are Mobile Training Teams (MTT) this format refers to MTTs. The format is the same for any exportable, in-country team request. MTTs are tailored, in-country training teams, designed to achieve a specific training objective identified by you, the SAO, and the host country. This format shows the basic information US MILDEPS need to help plan a Mobile Training Team (MTT).*

#### **MOBILE TRAINING TEAMS (MTT) CALL UP FORMAT**

- a. MTT identification. (See paragraph 13-11, JSAT).
- b. Team composition. (Indicate by quantity, rank, MOS/specialty code, and title of each team member.)
- c. Security Clearance. (Indicate type of security clearance required for the missions.)
- d. Duration. (Indicate the duration of the mission in weeks.)
- e. Team restrictions. (Reflect any required limitations or exclusions on the type of personnel, uniforms equipment, or methods of instruction.)
- f. Mission. (Provide, in detail, the scope of instruction the team is to conduct.)
- g. Training goal. (Include a statement of the results the effort is expected to achieve.)
- h. Personnel to be trained. (Indicate the technical qualifications of foreign military trainees, to include educational level, and number of students, by officers, enlisted personnel, and civilians.)
- i. Summary of host country capabilities.
- j. Equipment on which training is to be conducted and availability. (The equipment list must be detailed enough for the furnishing agency to identify it by make, model or type.)
- k. Availability of tools and ancillary equipment. (List tools required for the mission.)
- l. Availability of training aids. (List training aids required for the mission.)
- m. Interpreter support.
- n. Training locations. (If there is more than one training location, indicate distance between locations, time requirements for travel to be performed, and modes of anticipated transportation.
- o. Desired in-country arrival date. (Indicate the desired arrival date in the foreign country.)
- p. Type quarters available. (Indicate whether quarters are provided by the foreign government.)
- q. Uniform and clothing. (Describe requirements for both on- and off-duty uniforms and civilian clothing.)
- r. In-country transportation. (Indicate the means of in-country transportation to be provided to and from quarters, training locations, and dining facilities. Specify rental car authorization, if any)
- s. Facilities. (Indicate the availability of medical, dental, shopping, and laundry facilities.)
- t. Confirmation of country team approval.
- u. Additional Information.
  - Identify any important data requiring more emphasis or information useful in selecting and preparing the team.
  - Include, if applicable, information on sensitive areas, subjects to avoid, taboos, and personalities involved.
  - Indicate which type passport is required (diplomatic, official, or tourist) and if a visa is required.
- v. SAO point of contact. (Indicate the name, grade, DSN and commercial telephone numbers, email address, message address, and mailing addresses for the SAO.)

### **PART THREE – OTHER TRAINING PROGRAM APPENDIXES**

*The below list of “Other Training Programs” is extracted from the SAMM Chapter 10, Para 10.7. SAOs should report on the programs as applicable. If any of the below programs are not being used or planned in your host country simply indicate: Not Applicable - NA*

*For each program provide a succinct statement (three to five sentences) that describes the overall scope of country participation in the program, objectives for this participation, and pertinent information that will facilitate country and training agency program planning and implementation.*

- A. COUNTER TERRORISM FELLOWSHIP PROGRAM (CTFP)**
- B. AFRICAN CONTINGENCY OPERATIONS TRAINING AND ASSISTANCE (ACOTA)**
- C. AVIATION LEADERSHIP PROGRAM (ALP)**
- D. JOINT CONTACT TEAM PROGRAM**
- E. COMBATANT COMMAND INITIATIVE FUNDS (NOTE TO SAOS: THIS WOULD BE TRAINING FUNDED BY TCA FUNDS THAT IS NOT COVERED ELSEWHERE)**
- F. DISASTER RESPONSE (HUMANITARIAN ASSISTANCE (HA))**
- G. DRAWDOWNS OF TRAINING**
- H. ENHANCED INTERNATIONAL PEACEKEEPING CAPABILITIES (EIPC)**
- I. EXCHANGES (UNIT EXCHANGES FOR TRAINING OR PROFESSIONAL MILITARY EDUCATION (PME) EXCHANGES)**
- J. INTERNATIONAL NARCOTICS CONTROL AND LAW ENFORCEMENT (INCLE)**
- K. JOINT COMBINED EXCHANGE TRAINING (JCET)**
- L. MINE ACTION**
- M. REGIONAL CENTERS FOR SECURITY STUDIES**
  - **EUCOM: GEORGE C. MARSHALL CENTER FOR STRATEGIC STUDIES & AFRICA CENTER FOR STRATEGIC STUDIES (ACSS)**
- N. SECTION 1004 - COUNTER-DRUG TRAINING SUPPORT (CDTS)**
- O. U.S. COAST GUARD ACADEMY FOREIGN CADET PROGRAM**

### **PART THREE – OTHER TRAINING PROGRAM APPENDIXES**

#### **APPENDIX A: COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)**

1. Provide a brief description of specific country needs for Counter Terrorism training and the country team program objectives for the CTFP. How does the country support the U.S. GWOT?
2. Describe the terrorist threat to the country and/or region, the country's willingness to participate in combined counterterrorism efforts, ability to leverage other existing or planned Defense security cooperation programs, and country needs and requirements (i.e., how does country environment fit SECDEF's criteria for this program?)
3. What are the primary in-country organizations responsible for the country's CT effort (describe all that apply; military, police, interior, border guards, etc)? Which of these organizations has primary responsibility for the country's CT effort?
4. What are the country agencies/groups that are being proposed for CTFP participation? If funding guidance has not been provided what is the country team recommended funding level to support proposed training activities?
5. What third country CT support is being provided to the host country? How would these programs complement CTFP or vice versa?
6. What training that is currently not available or advertised does the country need?
7. Is the country team and host country willing to support in-country training on a regional basis (similar to IMET sponsored regional Mobile Education Teams)? What in-country training will be requested in this plan?
8. These are the Primary CONUS School courses available under the CTFP. Which ones and how many quotas does your country need?

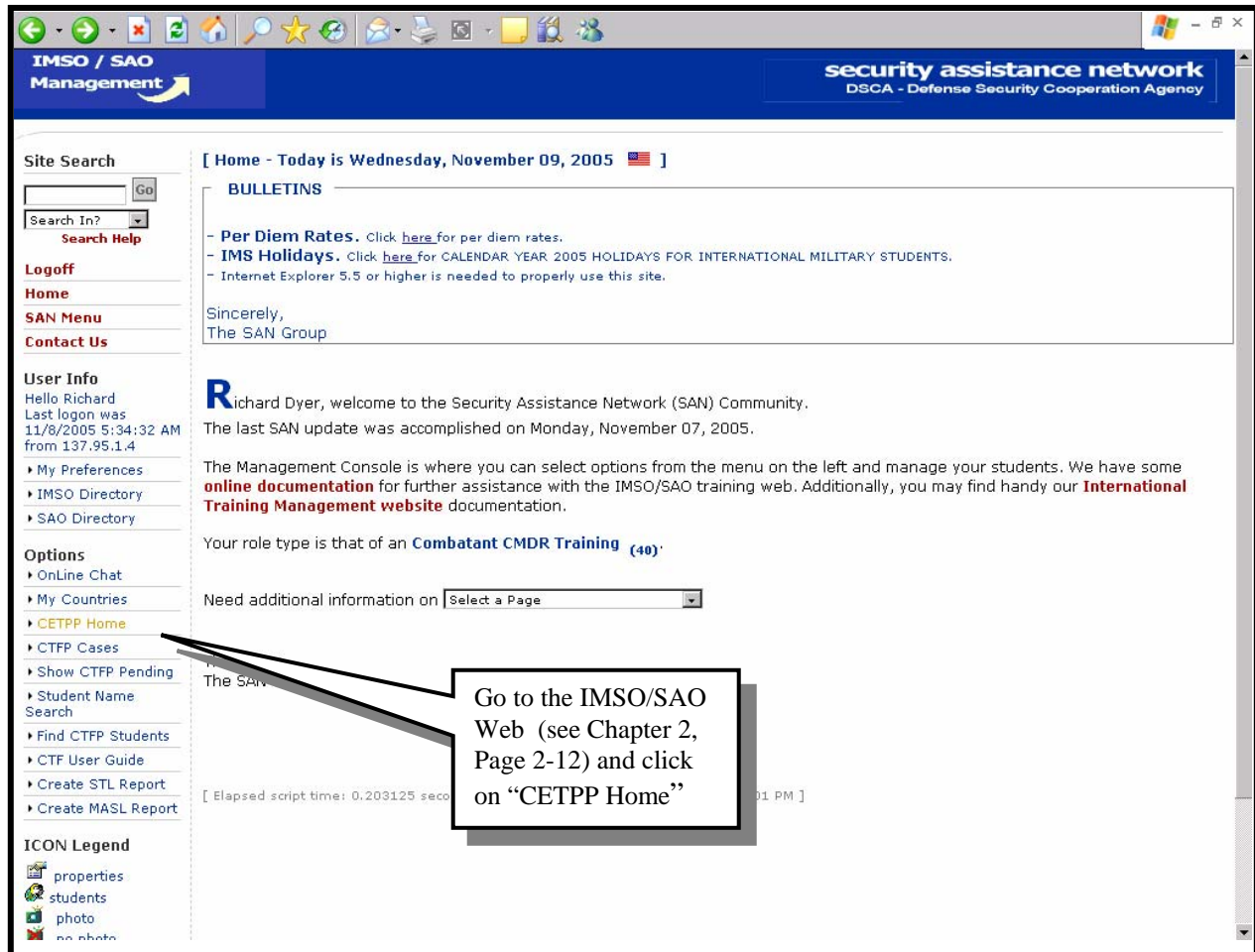
<u>SCHOOL</u>	<u>FY07</u>	<u>FY08</u>
National Defense University School for National Security Executive Education		
CCMR Civil-Military Responses to Terrorism		
NPGS Special Operations Defense Analysis Masters Degree		
Others (as the SAO believes necessary)		
Others (as the SAO believes necessary)		

Provide a brief (4-5 sentence) justification for the training being requested (Be specific. Do not use generic 'boiler plate').

9. The CTFP STL dated (insert date here) supports this plan. Is there any desired training that is not shown on the CTFP STL? If not, why not. Provide a short justification for any desired training **NOT** on the CTFP STL.

## CETPP On-Line Screens and Guidance for Completing the On-Line CETPP

1. This first screen shows where to click from the “IMSO/SAO Web” to start preparing your on-line CETPP.



2. There are three parts to the CETPP. They are:
  - Part One. General Information
  - Part Two. Security Assistance (IMET & FMS) Training Program Appendixes
  - Part Three. Other Training Program Appendixes
3. This screen shows how to select the various portions of Part One – General Information

**IMSO / SAO Management** **security assistance network**  
DSCA - Defense Security Cooperation Agency

**Site Search**  
   
 Search In?

**Logoff**  
**Home**  
**SAN Menu**  
**Contact Us**  
**Help**

**User Info**  
 Hello Richard  
 Last logon was 11/9/2005 9:13:18 AM from 137.95.1.4  
 ▶ My Preferences  
 ▶ IMSO Directory  
 ▶ SAO Directory

**Options**  
 ▶ OnLine Chat  
 ▶ My Countries  
 ▶ CETPP Home  
 ▶ CTFP Cases  
 ▶ Show CTFP Pending  
 ▶ Student Name Search  
 ▶ Find CTFP Students  
 ▶ CTF User Guide  
 ▶ Create STL Report  
 ▶ Create MASL Report

**ICON Legend**

**[ CETPP Home - Combined Education Training Program Plans ]**

Filter by Country  Filter by FY   Blank CETPP Outline Bandaria CETPP Examp

Options	Country	FY	Status	SAO Last Update
- options -	AFRICA REGION	2006	Draft	
- options -	ALBANIA	2006	Completed	9-Nov-05 by Richard Dyer
- options -	ALGERIA	2006	Draft	
- options -	ANDORRA			
- options -	ARMENIA			
- options -	AUSTRIA			
- options -	AZERBAIJAN			
- options -	BELARUS			
- options -	BELGIUM			
- options -	BENIN			
- options -	BOSNIA&HERZEGOVINA	2006	COCOM Approved	8-Jun-05 by Patricia Knight
- options -	BOTSWANA	2006	Draft	
- options -	BULGARIA	2006	COCOM Approved	31-Mar-05 by Emilia Zhelia

Choose your host country and the specific item you wish to update. Once you have selected the item (Country Background in this case) you will automatically be taken to the screen on the next page)

4. This screen shows the various sections of '**Part One – General Information**' that must be completed. Completing these by doing a 'cut and paste' from your MS-Word document is easier and faster than trying to type the information in the blocks provided.

Site Search

[ PART 1. GENERAL INFORMATION FOR ALBANIA CETPP FY 2006 ]

**1. COUNTRY BACKGROUND.** Use Country Team resources to provide pithy statements that affect the combined education & training relationship with the United States addressing the following:

**a. Government** (Type/Branches/Legal System)

Government Type; Emerging Democracy; Branches- 17 Ministries; 12 Administrative divisions; Legal system- Civil law, continental system.

**b. People** (Population/ Ethnic Groups/Religion/Gross National Income)

Population-over 3.5 million; Ethnic groups -2 % Greek; less than 1% Vlach, Gypsy, Serb and Macedonian; Religion- Muslim 70%, Albanian Orthodox 20% and catholic 10%.  
GDP - \$8.127 Billion  
Gross national income - \$1.814 Billion

**c. Military** (Branches/Military Expenditures in U.S. Dollars/Military Expenditures as a Percent of Gross Domestic Product)

Branches; Land Forces, Navy, Air Forces, Training and Doctrine Command, Logistic command and Autonomous Units. Military expenditures in U.S. Dollars- \$97 million dollar per year; Military Expenditures as a Percent of Gross Domestic Product- 1.29%

Simply do a 'cut and paste' from your MS-Word document into the appropriate section here and in each subsequent Part/Section until you have completed your CETPP.

**Logoff**  
**Home**  
**SAN Menu**  
**Contact Us**  
**Help**

**User Info**  
Hello Richard  
Last login was 11/8/2005 5:34:32 AM from 137.95.1.4  
My Preferences  
IMSO Directory  
SAO Directory

**Options**  
OnLine Chat  
My Countries  
CETPP Home  
CTFP Cases  
Show CTFP Pending  
Student Name Search  
Find CTFP Students  
CTF User Guide  
Create STL Report  
Create MASL Report

**ICON Legend**  
properties  
students  
photo  
no photo  
CTFP Student  
CTFP SAC

5. This is the screen for 'Part Two – Security Assistance (IMET & FMS) Training Program Appendixes'. The procedure for completing this section is generally the same as in Part One.

- The 'Positions of Prominence' section (2<sup>nd</sup> screen below) is different than the format we showed you earlier. This section and the 'Senior and Mid Level PME' section do not lend themselves to 'cut and paste'. You will need to complete these sections on-line.

**IMSO / SAO Management** security assistance network  
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Site Search: [ Search In? ] [ Go ] [ Search Help ]

Logoff Home SAN Menu Contact Us Help

User Info: Hello Richard, Last login was 11/9/2005 9:13:18 AM from 137.95.1.4

Options: OnLine Chat, My Countries, CETPP Home, CTFP Cases, Show CTFP Pending, Student Name Search, Find CTFP Students, CTF User Guide, Create STL Report, Create MASL Report

ICON Legend: properties, students

[ CETPP Home - Combined Education Training Program Plans ]

Filter by Country: [ ] Filter by FY: [ ] [ go ]

Blank CETPP Outline Bandania CETPP Exam

Options	Country	Year	Status	By
- options -	AFRICA REGION			
- options -	ALBANIA			
- options -	ALGERIA			
- options -	ANDORRA			
- options -	ARMENIA			
- options -	AUSTRIA			
- options -	azerbaijan	2006	COCOM Approved	28-Mar-05 by Andrew Berrie
- options -	belarus	2006	Draft	
- options -	belgium	2006	COCOM Approved	23-May-05 by Patricia Knight
- options -	benin	2006	Draft	
- options -	bosnia&herzegovina	2006	COCOM Approved	8-Jun-05 by Patricia Knight
- options -	botswana	2006	Draft	
- options -	BULGARIA	2006	COCOM Approved	31-Mar-05 by Emilia Zhelia

**mywebsearch** Upgrade [ Search ] [ Smiley Central ] [ Screensavers ] [ Cursor Mania ] [ My Info ] [ Games ] [ Customize ]

**Management** security assistance network  
DSCA - Defense Security Cooperation Agency

Site Search: [ Search In? ] [ Go ] [ Search Help ]

Logoff Home SAN Menu Contact Us Help

User Info: Hello Richard, Last login was 11/9/2005 10:36:27 AM from 137.95.1.4

Options: OnLine Chat, My Countries, CETPP Home, CTFP Cases, Show CTFP Pending, Student Name Search, Find CTFP Students, CTF User Guide, Create STL Report, Create MASL Report

ICON Legend: properties, students

**APPENDIX D: POSITIONS OF PROMINENCE FOR ALBANIA CETPP FY 2006**

Positions of Prominence data will be updated annually in accordance with Chapter 10 of the SAMM. Emphasis should be placed on U.S. Country Team identification of host country positions of prominence and subsequent reporting of those current incumbents having received SA training. Less effort should be expended on reporting on the status of former incumbents of positions of prominence that received SA training.

Legend: View/edit entry X Delete entry

Action	Name	Rank	Current Position
X	Pellumb QAZIMI	Liet. GENERAL	Chief of the General Staff
X	Ruzhdi GJATOJA	Major General	Military Advisor to the President
X	Arjan Zaimi	BG	Albanian Rep in NATO
X	Thimi HUDHRA	COL	Prime Minister's Advisor
X	Kristaq Gerveri	(Navy) Captain	Navy Commander
X	Perikli KOLIQI	COL	
X	Vladimir QIRJAZI		
X	Idriz HAXHIAJ	LTC	
X	Bardhyl HOXHA	COL	
X	Fotaq DURO	COL	

Add [ ] [ CETPP Home ] [ Print History ]

6. This is the first screen from ‘**Part Three – Other Training Program Appendices**’. The same ‘cut and paste’ procedures from the first two parts apply here too.

The screenshot shows a web browser window displaying the IMSO / SAO Management website. The page is titled "APPENDIX A: Part Three – Other Training Program Appendices [ COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP) FOR ALBANIA CETPP FY 2006]". The left sidebar contains navigation links: Site Search, Logoff, Home, SAN Menu, Contact Us, Help, User Info (Hello Richard, Last logon was 11/11/2005 7:06:00 AM from 84.160.118.60, My Preferences, IMSO Directory, SAO Directory), Options (OnLine Chat, My Countries, CETPP Home, CTFP Cases, Show CTFP Pending, Student Name Search, Find CTFP Students, CTF User Guide, Create STL Report, Create MASL Report), and ICON Legend.

The main content area displays three numbered questions for user input:

1. Provide a brief description of specific country needs for Counter Terrorism training and the country team program objectives for the CTFP. How does the country support the U.S. war on terrorism?
2. Describe the terrorist threat to the country and/or region, the country's willingness to participate in combined counterterrorism efforts, ability to leverage other existing or planned Defense security cooperation programs, and country needs and requirements (i.e., how does country environment fit SECDEF's criteria for this program?)
3. What are the primary in-country organizations responsible for the country's CT effort (describe all that apply; military, police, interior, border guards, etc)? Which of these organizations has primary responsibility for the country's CT effort?

Below each question is a text input area with a scroll bar. The input areas contain the following text:

- For Question 1: -Develop new and enhance current capabilities and capacities that will ensure Albania's efficient participation in and contribution to cooperative, interoperable, and determined actions aimed at neutralizing threats of domestic and international terrorism. -Non-lethal counter-terrorism (CT) education and training
- For Question 2: a. Albania remains a credible and potential target for terrorists given its support for the GWOT and deployment in combat operations with US forces. Terrorist threats remain a concern to due to Albania's close proximity to potential unrest spots in the Balkan region, and its strategic location on the borders of Kosovo, Macedonia, and the
- For Question 3: a. The primary in country organization responsible for CT effort is the Albanian National Security Council comprising of the Prime Minister, Ministers of Foreign Affairs, Defense, Minister of Public Order, their deputies, Albanian FBI (Known as SHISH ), the Chief of General Staff (GS) of Albanian Armed Forces (AAF), and the Chiefs of